



International
Labour
Organization

Third Party Monitoring

of the use of child labour and forced labour
during the Uzbekistan 2015 Cotton Harvest

An assessment submitted to the World Bank
by the International Labour Office

20 November 2015

Key Findings

- The commitment to conduct an awareness-raising campaign against child and forced labour resulted in posters and banners being displayed in prominent locations across the country. Training and briefings for stakeholders were conducted prior to and during the harvest. This is a continuation of the work started between the ILO and its partners in Uzbekistan in 2013 and embodied in the Decent Work Country Programme for 2014 – 2016. Further, regular efforts to disseminate the messages are foreseen and need to be developed in order to increase understanding and affect behaviours.
- The organized recruitment of adults to pick cotton is widespread. Recruitment takes different forms, depending how the authorities decide to use the human resources at their disposal to meet their cotton quota. Large numbers of citizens seem to be willing recruits and see the harvest as an opportunity. But organized recruitment of large numbers of people in such a short period of time carries certain risks linked to workers' rights, which need further work, and certain indicators of forced labour have been observed.
- The commitment by the Uzbek partners (especially the Ministry of Labour and the Federation of Trade Unions, in the framework of the Coordination Council on Child Labour) to create a public Feedback Mechanism was implemented. The Mechanism has provided information and investigated grievances, providing redress in some cases, but the usage rate is low. A key factor for its future usefulness is the confidence of the public. The Mechanism will need to establish a track record for being impartial and transparent in its investigations of complaints.
- The use of children in the cotton harvest has become rare and sporadic. Authorities have taken a range of measures to reduce the incidence of child labour and make it socially unacceptable. Awareness on the unacceptability of using under 18-year-old children and youth for the cotton harvest is high. These measures should be maintained and kept under review so as to achieve maximum impact, especially amongst 16 – 17-year-old children.
- Recent policy commitments not to recruit medical staff and teachers, combined with awareness-raising campaigns, have had an impact. But they have not yet been sufficient to deliver a general assurance that compulsory labour – or payments in lieu of labour – is not practiced in these sectors, especially outside working hours. Health facilities and educational institutions for children appear to be functioning normally. The same is not the case for colleges and universities for those 18 years and older, whose students have been participating in the harvest.
- Worrying reports were received from other sources which have reported forced labour practices, and of harassment and threats to people

conducting their own monitoring. The impression thus given is that those in authority do not want to prevent labour abuses. Discrepancies in information from different sources will need to be addressed.

- Monitoring has not provided conclusive information that beneficiaries of World Bank projects used child or forced labour during the cotton harvest. Concerns arise with respect to the candidness of interviewees, to the real degree of voluntarism of the university and college students deployed to HDP, SKWRIP, RESP II and RESP II AF project areas, and to the veracity of staff attendance registers of GPE project schools. Project Implementation Units should implement the Government's commitments, raise awareness and promote use of the Feedback Mechanism.
- Commitments by the Government and social partners of Uzbekistan against child and forced labour have been stepped up and need to be acknowledged. Implementation of those commitments on forced labour will have to be profound and extensive if behaviours and attitudes of the various authorities responsible for meeting cotton quotas are to change fundamentally. Further safeguards against their abuse should be put in place. The response of Uzbekistan at the Roundtable in Tashkent on 10 November 2015, confirmed by resolution of the Cabinet of Ministers on 16 November, expressing the intention to take effective measures in this regard within the framework of ILO and World Bank cooperation, is most encouraging and welcome.

Background

In 2013, the World Bank's Inspection Panel was requested to inspect a World Bank supported project in Uzbekistan because of allegations of child and forced labour. This led to discussions on the work of the ILO in Uzbekistan on child and forced labour and to the signing on 14 October 2014 of a Memorandum of Understanding concerning cooperation between the ILO and the World Bank on child and forced labour in cotton production in Uzbekistan.

The World Bank asked the ILO to assess any potential use of child and forced labour by the beneficiaries of World Bank projects in specific project areas, with particular emphasis on the cotton harvest season.

The World Bank projects are:

- GPE: Improving Pre-primary and General Secondary Education Project (Global Partnership for Education grant),
- RESP II and RESP II AF: Rural Enterprise Support Project, Phase-II (including associated "Additional Financing" and "GEF Sustainable Agriculture and Climate Change Mitigation Project"),
- HDP: Horticulture Development Project,
- SKWRMIP: South Karakalpakstan Water Resources Management Improvement Project.

1. Policy Commitments

1. The Uzbekistan authorities have made high-level policy commitments regarding the abolition and prevention of the use of child and forced labour during the cotton harvest.
2. The country has ratified ILO:
 - Convention 138 in 2009 and Convention 182 in 2008 on child labour;
 - Convention 29 in 1992 and Convention 105 in 1997 on forced labour.Uzbekistan has not yet ratified the Protocol to the Forced Labour Convention (1930), which was adopted by the International Labour Conference in 2014.
3. Cotton harvesting is one of the banned occupations for people younger than 18 years old on the official List of Hazardous Occupations agreed between the Government, Trade Union Federation and Chamber of Commerce and Industry, in line with Convention No. 182 on the Worst Forms of Child Labour.
4. Uzbekistan is taking steps to implement these Conventions, including in the context of the Decent Work Country Programme with the ILO. The ILO was invited to monitor the use of child labour in the 2013 cotton harvest and reported its results to the ILO supervisory mechanism. The Uzbekistan Coordination Council on Child Labour monitored child labour during the 2014 cotton harvest.
5. In 2013 the Government requested assistance for the implementation of Convention No. 105 on Forced Labour, and the issue is part of the Decent Work Country Programme. During 2015, the policy commitment against forced labour has been reaffirmed, with specific focus on medical staff and teachers.
6. The Government has promulgated its commitments a number of times and disseminated them to lower levels of government for implementation. Within the past six months, the following measures were taken:
 - **7 July 2015** the Prime Minister approved the Coordination Council plan on free hiring of cotton pickers and prohibition of child and forced labour;
 - **17 July** the Cabinet of Ministers adopted the plan of measures against child and forced labour, especially from health and education facilities;
 - **13 August** the Prime Minister approved minutes of the Cabinet of Ministers that establishes the prohibition against child and forced labour in the cotton harvest;
 - **8 September** the First Deputy Prime Minister approved the plan of measures on further development of co-operation with the ILO (which includes monitoring and the Decent Work Country Programme);
 - **3 October** the Prime Minister addressed a letter to the Chairman of the Karakalpakstan Cabinet of Ministers and to Governors (hokims) of all Provinces, instructing them on implementation of the prohibition of child and forced labour, especially in health and education facilities for under 18-year-olds.

7. Commitments were also made to establish a feedback mechanism for answering questions and resolving grievances of citizens on child and forced labour during the harvest and carry out an awareness-raising campaign.

8. Uzbekistan agreed to Third Party Monitoring by the ILO of child and forced labour during the 2015 cotton harvest on behalf of five World Bank-supported projects in Uzbekistan. The relevant agreements have been reached at roundtables held in Tashkent in March and August 2015 as well as in other meetings between the Uzbek partners, the World Bank and the ILO.

9. These commitments - on child and forced labour, on medical staff and teachers, on the establishment of a feedback mechanism and on further awareness-raising - and actions by the Government and social partners are recognized and welcome. They have clearly had a positive impact.

2. Monitoring Process and Methodology

10. Third-Party Monitoring (TPM) of the use of child and forced labour during the 2015 cotton harvest in Uzbekistan was conducted by the ILO for the World Bank between 14 September and 31 October 2015. The monitoring teams were trained on the monitoring manual and interview forms on 14-15 September, held a mid-term review meeting on 2-3 October and an end of monitoring debrief on 24 October. In the final few days of monitoring, seminars were also held with local stakeholders on child and forced labour.

11. Monitoring took place in 10 of the 13 provinces of Uzbekistan: Karakalpakstan, Bukhara, Kashkadarya, Samarkand, Jizzakh, Syrdarya, Tashkent, Namangan, Furgana and Andijan. These provinces account for four-fifths of cotton production and are where relevant World Bank-supported projects (RESP II, RESP II AF, HDP, SKWRIP, GPE) are located.

12. TPM was based on the methodological approach, which had been agreed with the Uzbek partners for child labour monitoring in 2013. A monitoring team was based in each province, consisting of a foreign ILO lead monitor and five national monitors (Ministry of Labour, Trade Union Federation, Chamber of Commerce, Women's Committee, accredited NGO). Unannounced monitoring visits were made to sites randomly selected by the ILO team leader, though with a bias towards sites in World Bank agricultural and irrigation project areas and GPE schools.

13. During face-to-face interviews, monitors administered agreed questionnaires appropriate to the site being visited (in cotton fields to farmers, brigade leaders, adult cotton pickers and children if any; in education institutions to directors, teaching and non-teaching staff and students; in medical facilities to directors and medical and non-medical staff; in business enterprises to directors and staff, and to mahalla leaders and hokims). Other interviews were held with provincial or district officials of health and education and with the Farmers' Council and Kamalot Youth organization. [See Annex 1: Monitoring Manual]

14. Access for the monitoring teams was good: 1,100 sites were visited and 9,620 interviews conducted. Nonetheless, getting beyond what monitors were supposed to hear was sometimes difficult. Interviewees were circumspect talking to an official-looking group of monitors. Some retracted their words when justifications were unconvincing. Others were unable or unwilling to substantiate their answers. In the ILO's experience, this is unsurprising because in such interviews almost no one will directly admit to either being a forced labourer or forcing someone else to work. Instead, interviewees were more willing to say that they knew of others who were told to pick cotton against their will than to say that they were in such a situation themselves.

15. Monitors were able to gather a variety of documents, such as employment contracts and letters by students volunteering to harvest cotton. However, on occasions they could not gather documents or, more commonly, were told that

the documents were unavailable. There also were gaps in, for example, staff attendance registers.

16. The indicators of forced labour in this assessment refer to the ILO's 11 standard indicators of forced labour. Forced labour is a criminal offence in most countries with a high evidential threshold, and the ILO indicators are meant to provide guidance to legislators and law enforcement. Monitors were asked to mark if they subjectively observed any of these indicators during site visits to fields [Form 1 Q26]. In addition, some interviewees answered questions that, in combination, could be understood as them being told to pick cotton against their will, as well as some were saying they had had to pay in order not to pick cotton [Forms 3, 8 and 9]. These situations are recorded and indicate that the risk of forced labour under conditions of organized recruitment is real, and not merely theoretical, although the magnitude is unclear.

17. The monitoring results are observations and record what monitors were told and could see – the monitors had no mandate to investigate or subpoena - and responses are not statistically robust. Thus, this assessment relies on triangulation of the monitors' direct results, as well as judgements on risks of forced labour and information obtained from various other sources.

ILO definition of Forced Labour

"All work or service which is exacted from any person under the menace of any penalty and for which the said person has not offered himself voluntarily."

Exceptions are provided for work required by compulsory military service, normal civic obligations, as a consequence of a conviction in a court of law, in cases of emergency, and for minor communal services performed by the members of a community in the direct interest of the community.

The convention requires that the illegal extraction of forced or compulsory labour be punishable as a penal offence, and that ratifying states ensure that the relevant penalties imposed by law are adequate and strictly enforced.

ILO Standard Indicators of Forced Labour

- i) Restricted mobility of workers (e.g. guards, high fences)
- ii) Isolation of workers
- iii) Abuse of workers' vulnerabilities
- iv) Deception of workers
- v) Physical or sexual violence against workers
- vi) Intimidation and threats against workers
- vii) Retention of workers' identity documents
- viii) Withholding wages
- ix) Debt bondage
- x) Abusive living and working conditions
- xi) Excessive overtime working

3. Awareness-Raising

18. The authorities and social partners committed to raise awareness against the use of child and forced labour amongst the public, especially in schools and health facilities. Monitors confirm that measures to this effect have been taken nationwide.

19. Awareness of child labour is already at a high level. Awareness of forced labour is still at an early stage. Participating in the harvest is frequently seen as a patriotic duty, a tradition of communal service, or justified by the provision for temporary alternative work under the labour code.

20. Monitors identified three forms of awareness-raising:

- i) posters and banners displayed in public places, such as roadsides, schools and health facilities. As well as the messages against child and forced labour, these showed hotline telephone numbers of the Feedback Mechanism. Procurement problems delayed the dissemination of banners and posters until the third week of harvest. Thereafter, they were visible to the general public;
- ii) seminars in the regions with provincial and district stakeholders on implementation of ILO Conventions, held towards the end of the harvest. These were an opportunity for monitors to spread messages among the authorities, especially with reference to the Prime Minister's letter of 3 October;
- iii) briefing and training of responsible people. Monitors were told that officials and decision-makers, school and hospital directors, as well as the Farmers' Council and Mahalla Foundation, had received extensive briefing and training on child and forced labour and on the monitoring process prior to and during the harvest. In this way, many interviewees were already well versed in the issues when the monitors arrived.

21. Of 424 directors of education establishments interviewed, 88% (373 directors) said that they were aware of publicity about not sending students and staff to harvest. Of 3,250 staff interviewed, 92% (2,982 staff) said that they were aware of publicity about not sending teachers to harvest, and of 2,611 students interviewed, 99% (2,591 students) said that they were aware of publicity about not sending students to harvest.

22. Of 136 directors of medical facilities interviewed, 88% (119 directors) were aware of publicity not to send staff to harvest and 88% of staff (726 out of 825 staff interviewed) said they were aware.

23. Of 263 farmers and brigade leaders interviewed, 86% (225 farmers and brigade leaders) were aware of publicity about child and forced labour, and 97% (1,408) of cotton pickers interviewed were aware of their rights to refuse to pick cotton.

24. Of 110 directors of business enterprises interviewed, 92% (101) were aware of publicity not to use forced labour in the cotton harvest.

25. Of 108 mahalla interviewed, 93% (100 mahalla) were aware of publicity about child and forced labour.

26. Awareness-raising will require the continuation of constant, nationwide efforts and use of diverse channels by Government and social partners to ensure the population is sensitised and messages on child and forced labour are understood. A start has been made but there is scope for much more, especially on forced labour.

4. Organized Participation in the Cotton Harvest

27. Monitors interviewed 68 hokim (governor of Province or Division) and 108 mahalla (community leader).

28. The organized recruitment of adults for picking cotton is widespread. Recruitment takes different forms, depending how the authorities decide to use the human resources at their disposal to meet their cotton quota.

29. Organized by accredited non-state bodies, such as the Kamalot youth organization, contracts have been concluded between groups of cotton pickers (brigades) and farmers. Large numbers of people are picking cotton, apparently willingly, for cash and rewards. Organized annually by mahalla and farmers, they form a core part of the temporary labour supply, supplementing permanent farm workers. Contracts between farmers and brigade leaders seen by monitors refer to the prohibition of child and forced labour (it is not known if all the pickers have seen these contracts). Many brigade members are local rural women.

30. This labour force may be sufficient to meet the demand for pickers in some localities. But when insufficient, recruitment of more pickers is organized from other parts of the District or Province. These additional pickers include anyone from the public sector who could be deployed or induced, part-time or full-time, as well as from the private sector. Monitors have information suggesting various organized recruitment practices, which are ostensibly entered into voluntarily, involving the Government structure at different levels, and accredited non-state organizations.

31. Organized recruitment of large numbers of people in such a short period of time is not a *prima facie* indicator of forced labour. Yet it does carry certain risks linked to workers' rights. Further work is needed to mitigate the risk of and to strengthen safeguards against the use of forced labour.

5. Feedback Mechanism

32. The authorities committed to establish a public feedback mechanism in order to provide information and resolve any complaints about the use of child and forced labour during the cotton harvest.

33. The Coordinating Council set up a Feedback Mechanism (FBM) and the Ministry of Labour established a call-centre and website with ILO and World Bank support. These became operational early in the harvest. The FBM telephone hotline numbers were displayed on the awareness-raising publicity.

34. The FBM has given information and investigated grievances, providing redress in some cases. The usage rate is low, due perhaps to a lack of public knowledge of the FBM, difficulties for the public contacting the FBM, or lack of trust in the working of the FBM. Monitors did not get any strong impression of the regard in which the public hold the FBM.

35. Allegations about forced labour were received by the FBM from overseas organizations and were investigated, despite being formally ineligible, but were deemed to be without merit or unverifiable. It is worth noting that the FBM uses existing national legal and administrative means to investigate and determine grievances, including penalties.

36. While there is clearly a role for a FBM, it is not obvious that the current formula works effectively. In any event, it has not had sufficient time or profile to prove its worth. The Coordinating Council is undertaking an analysis of the FBM in order to learn lessons and make improvements, and will share the data and results with the ILO and the World Bank. A key factor for the future usefulness of the mechanism is the confidence of the public. The Feedback Mechanism will need to establish a track record for being impartial and transparent in its investigations and for being able to solve cases that arise in connection with the cotton harvest.

6. Monitoring Results – Child Labour

37. Use of children in the cotton harvest has become rare, sporadic and socially unacceptable. Monitors found no systematic use of child labour, and knowledge of its prohibition is widespread. Furthermore, the authorities have taken measures to eliminate child labour through a range of initiatives, such as after-school classes, fines for perpetrators, and emphasising the responsibility of parents, teachers and farmers.

38. The monitors interviewed a total of seven children found in the cotton fields, of whom six were aged 16-17 years old. In some fields, young people presumed to be children ran away when monitors arrived, and their ages could not be verified. Five children were observed picking cotton. Sometimes children were helping adult relatives outside school time, or were part of a class of mainly 18-year-old college students, or were inadvertently included in a brigade because the list of pickers had not been checked by the mahalla, farmers or brigade leaders for dates of birth. But such cases were rare. Children were generally at school, and monitors did not report empty classes or significant absences in the pupil attendance registers.

39. It will be important to continue with measures to keep children away from the cotton harvest and ongoing vigilance will be needed by those organizing recruitment for the harvest. This could include alternative activities for children during out-of-school hours, systematic age-related checks of brigade lists, and a targeted use of penalties against those responsible for organizing the supply of cotton pickers rather than against the parent or child. Measures should be maintained and kept under review so as to achieve maximum impact, especially amongst children in the most vulnerable 16 – 17 year old age range.

7. Monitoring Results - Forced labour

40. Monitors visited 254 cotton fields. They interviewed 1,456 cotton pickers, 263 farmers or brigade leaders, and 7 children in the fields.

41. Monitors observed in 10 cotton fields the presence of one or more of the ILO's 11 standard indicators of forced labour, mainly abusive living and working conditions, and excessive overtime work. The Feedback Mechanism investigated cases of withholding payments, which is also one of the ILO's standard indicators.

42. Monitors received replies from some interviewees in education establishments, medical facilities and business enterprises which suggested involuntary recruitment or a requirement to pay in order not to be obliged to pick cotton, or knowledge of colleagues who had been asked to pick cotton against their will.

43. These indicators and replies do not by themselves establish without doubt the existence of forced labour, but they do raise questions about the real willingness of pickers to engage in the cotton harvest. They suggest that the risks of forced labour linked to organized recruitment are real.

Education

44. The authorities committed not to send teachers to harvest cotton and to keep educational services operating normally. Monitors visited 424 educational establishments. They interviewed 424 directors, 2,674 teachers, 576 non-teaching staff, and 2,611 students.

45. Monitors found educational establishments catering for children under 18-years old functioning normally, though with some exceptions. Teachers generally were teaching when schools were in session but in a number of cases staff attendance records were incomplete or had obviously been concocted before being shown or explanations for absences were implausible. In order to avoid any misunderstandings, schools should maintain complete daily staff attendance registers and show justification for any absences.

46. Monitors were told that teachers voluntarily picked cotton in their own time, mainly at weekends; in one school, the list of such teachers was kept by the school director, even though it was of no concern, as a favour for a farmer who had requested that the list be kept, monitors were told. There is evidence that non-teaching staff were told to pick cotton and anecdotal evidence that conforming to the request was expected, even if not coerced. Apart from 15 staff in education institutions, who said they had been told to pick cotton against their will, none were prepared to tell the monitors about experiencing or perpetrating forced labour, although 35 staff and 51 students said they knew colleagues who

were working in the harvest against their will and 31 staff and 1 student said they had paid in order to avoid picking cotton.

47. Monitors have clear evidence that many colleges and universities were effectively closed while students and faculty were engaged with the harvest. Many tens of thousands of students 18 years old and older were organized by the university or college authorities, ostensibly at the voluntary request of students themselves, through agreement with the Kamalot youth organization. Faculty members were allocated as brigade leaders. Students from agricultural colleges were engaged in “practical classes” in the fields picking cotton for many weeks. While there is no conclusive evidence of forced labour, there are some signs: one student had received a letter from the hokim exempting him from picking cotton but no explanation could be given as to why such a letter was necessary for a supposedly voluntary activity; students told they needed to justify to their supervisor wanting to leave the fields; transport was usually unavailable at isolated farms; working and living conditions were rudimentary; students were closely supervised. Organized labour recruitment in this manner raises the chance that abusive labour practices, including situations of forced labour, will occur.

Health

48. The authorities committed not to send medical staff to pick cotton and to keep medical services operating normally. Monitors visited 136 medical facilities. They interviewed 136 directors, 711 medical staff, and 114 non-medical staff.

49. Medical establishments appeared to be functioning normally, as far as the monitors could ascertain. Some doctors and nurses were deployed to farms to care for cotton pickers but did not themselves pick cotton.

50. Attendance records were difficult to check for unaccounted absences because of the shift-work patterns of most medical staff.

51. Monitors were told by 2 Directors that they had been asked to provide staff (by the mahalla and the Farmers’ Council / farmer) so they had asked staff to volunteer for the harvest. 28 staff said they knew of colleagues who had been sent to pick cotton against their will and 27 staff said they paid someone or had their salary deducted so as to avoid picking cotton.

Business

52. Business enterprises are a source of labour, of funds with which to hire labour in the market, and of prizes to incentivise cotton pickers. Monitors visited 110 business enterprises and interviewed 110 directors and 362 employees.

53. One director told monitors his business had paid in order to avoid sending their staff to harvest. Another director said that he had responded to the call for staff by refusing or making an excuse; it is not known whether this led to any adverse consequences.

54. Five staff of business enterprises told monitors they had been told to pick cotton against their will; three staff knew colleagues who had been told to pick cotton against their will; and three staff said they had paid money in order not to pick cotton.

8. Monitoring Results – World Bank projects

55. The monitoring teams were directed randomly and unannounced to sites with a preponderance of World Bank project beneficiaries within each of the ten Provinces undergoing Third Party Monitoring. A focus exclusively on World Bank-supported projects was neither possible nor desirable so as to increase the unpredictable nature of the monitoring and avoid displacement behaviour.

56. The monitored sites were weighted in Districts covered by the four agriculture projects (HDP, SKWRIP, RESP II, RESP II AF) and in over 2,000 pre-schools and secondary schools included in the GPE project.

57. Monitoring has not provided conclusive information that beneficiaries of World Bank projects used child or forced labour during the cotton harvest. This statement is subject to further analysis of the data generated by the monitors but, in the opinion of the ILO, this conclusion is unlikely to change. Nonetheless and in view of the ILO's assessment of risks of forced labour in general, concerns arise with respect to the candidness of interviewees, to the real degree of voluntarism of the university and college students deployed to HDP, SKWRIP, RESP II and RESP II AF project areas, and to the veracity of staff attendance registers of GPE project schools.

58. Given these concerns, there should be a particular role for the Project Implementation Units to implement the Government's commitments in practice, to contribute to raising awareness, and to encourage people to use the Feedback Mechanism.

9. Information Received from Other Sources

59. In addition to monitoring, ILO receives information from social media, individuals, local newspapers, documents, letters, etc. Information received by ILO from these other sources contrasts with the results from the Third Party Monitoring in some important respects. The information from such a diverse range of other sources is consistent enough to be accorded attention. As had been done in 2013, the ILO team leader directed some of its monitoring in response to this information.

60. The ILO encouraged informants to use the Feedback Mechanism as much as possible. Complaints about forced labour have been submitted. However, reports that the authorities obstruct, detain and threaten people who are gathering information on labour standards during the harvest do not provide a conducive environment in which to assess and investigate labour practices.

Contrasting information

61. Forced labour is more widespread than the monitoring process alone suggests, according to these sources of information.

62. Teachers and medical staff were reportedly more often claiming to be picking cotton against their will or being obliged to pay for not picking cotton than detected by the monitors. They were unaware of the commitment made by the Government not to deploy teachers and medical staff for the harvest. Reports of teachers and medical staff at the harvest were concentrated during weekends and public holidays. Threats of negative employment consequences acted to pressure them to participate in the harvest. Extra remuneration is unlikely to have been an incentive for the professional grades; indeed, there were reports that public employees were unpaid. The numbers involved suggest that they were organized to participate in the harvest.

63. Information received by ILO shows a pattern of requests from the authorities to businesses to send staff to pick cotton or provide money or goods. According to these reports, implicit and explicit threats of measures against businesses that do not cooperate were made, for example a tax audit of the business. Many businesses did comply.

Corroborating information

64. Other sources of information received by ILO corroborated the view that public awareness of child and forced labour had increased, due to the publicity campaign by the authorities. Awareness of the authorities' commitment not to mobilise teachers and medical staff was not widespread, but efforts were being made and observed.

65. In general and despite occasional, localised cases to the contrary, schools and medical facilities were open and functioning normally.

66. Child labour was not a factor in the harvest.

67. Other sources of information were consistent with the findings of the monitors that organized mass recruitment of university and college students aged 18 years and older was commonplace and that these institutions were effectively not operating for the duration of the harvest. Recruitment of adult students for the harvest is claimed by these sources not to be voluntary, despite the letters requesting the university authorities to accede to their requests to pick cotton. These sources claim that the youth organization Kamalot and the university authorities are complicit in organizing the participation of students in the harvest while students are threatened with poor exam marks if they do not agree to pick cotton.

10. Conclusions and Remarks

68. It is to be remembered that monitoring for child labour took place for the first time only in 2013. Agreement on work on forced labour was included in the Decent Work Country Programme in 2014, and the public commitments date from the current year, in the run-up and during the harvest. Progress has been made in a number of areas - some tentative, some further advanced:

- Commitments on child labour have seen significant impact.
- A promising start has been made on awareness-raising and the Feedback Mechanism, and this needs to be continued and further developed.
- The impact of recent commitments on recruitment for the cotton harvest of staff in the education and health sectors cannot be fully determined, although the services appear to function normally.

69. Robust further steps are required to remove the risk of forced labour, and the existence of such risks and the desire for cooperation has been recognized by the Uzbek partners.

70. The ILO welcomes with interest the commitment to a new 5-point programme announced by the Uzbekistan Government and social partners at the Round Table meeting with the ILO and World Bank on 10 November in Tashkent and confirmed by resolution of the Cabinet of Ministers on 16 November 2015.

71. The ILO looks forward to working with partners on the details of this new programme of labour hiring, better working conditions, and effective protections for workers in agriculture. In particular, the ILO is encouraged by the emphasis of the programme's five elements:

- further improvement of the existing normative legal acts in the sphere of social and labor relations;
- increased levels of mechanization of agriculture;
- creating the conditions for improving the free hiring of workers in agriculture;
- strengthened Feedback Mechanism and national monitoring to prevent child and forced labour;
- increased provision of information and guidance in order to advance decent work and social protection of workers in agriculture.

72. Effective measures to support implementation of the commitment need to be undertaken in the framework of ILO and WB cooperation with Uzbekistan.

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ANNEX 1 – Monitoring Manual and Interview Forms 1 – 11

ANNEX 2 – Powerpoint Presentation, Tashkent Round Table, 10 November 2015

Annex 1

INTERNATIONAL LABOUR ORGANIZATION

Monitoring Manual

for Third Party Monitoring of child and forced
labour during the 2015 cotton harvest in
10 Provinces of Uzbekistan.

**Fundamental Principles and Rights at Work Branch of the
International Labour Organization
September 2015**

Introduction

This manual was developed by the Fundamental Principles and Rights at Work branch of the International Labour Organization (ILO). It provides guidance for ILO Third Party Monitoring (TPM) of the use of forced and child labour in Uzbekistan during the 2015 cotton harvest.

TPM will be conducted by the ILO in the 10 Provinces with World Bank-supported projects and will focus on the project areas. The ILO is external to, and independent from these World Bank projects and their beneficiaries and management structure.

TPM in 2015 is different from and should not to be confused with the monitoring conducted with ILO technical assistance by the Uzbekistan authorities in 2015.

The manual instructs members of the Monitoring Team how to monitor using the adopted methodology. It builds on the experience of the ILO monitoring of child labour during the 2013 cotton harvest, with the new dimension of forced labour.

The purpose of the monitoring is to gain a picture of the implementation of the ratified ILO Conventions relating to child and forced labour in certain areas of Uzbekistan and to raise awareness and capacity on these issues. Information will be acquired from numerous sources, monitored, collected and assessed on the use of child and forced labour as defined by international conventions and national legislation.

A national feedback mechanism (FBM) that acts as a channel for the public to raise questions and concerns about child and forced labour will be operated in parallel to TPM. The ILO and WB are providing assistance to the Ministry of Labour and Federation of Trade Unions for the FBM.

TPM is conducted in partnership between the ILO and the Coordinating Council on Child Labour, referred to hereafter in this manual as the Coordinating Council. The Coordinating Council is chaired by Ms Narbaeva and groups the Ministry of Labour, the Federation of Trade Unions (FTUU), the Chamber of Commerce and Industry (CCIU), the Ministry of Public Education, the Ministry of Public Health, the Ministry of Interior, the Women's Committee, the Centre for Vocational Education, and the Farmers' Council.

Objective of third party monitoring by ILO of child and forced labour during the cotton harvest September – October 2015

The objective of the third party child and forced labour monitoring by ILO of the cotton harvest in Uzbekistan is to:

- ✚ Assess the incidence of child and forced labour in the monitored areas during the 2015 cotton harvest, especially those areas with World Bank supported projects.



This is done by:

- Visiting cotton farms unannounced and randomly as instructed in this manual in order to observe and interview people engaged in harvesting about the possible use of forced or child labour in the cotton harvest. Farm visits include interviews with farmers, group leaders and cotton pickers to find out how the labour has been recruited and whether labour in the farm has been forced to take part in the harvest;
- Visiting educational institutions and medical establishments and enterprises and Mahallas in order to find out whether staff and students are present or absent, and in the cases where they are absent, establishing the reasons why they are absent;
- Encouraging record keeping in order to provide the Government of Uzbekistan with information for evidence-based decisions on child and forced labour;
- Withdrawing children from the cotton harvest, referring them as necessary for remedial action and reporting these incidences to the authorities for sanctions against the perpetrators;
- If the person concerned agrees, reporting situations to the labour inspectorate for further investigation and possible sanction where there are prime facie indications that adults are not working of their own free-will, but are doing so under threat or coercion:
- raising awareness amongst all concerned of the impact on working children of exposure to work hazards and the characteristics of forced labour and of the need to report incidences so they can be stopped;
- building the capacity of the Uzbekistan tripartite partners to monitor child and forced labour in cotton harvesting so that labour legislation on the fundamental rights of workers is fully realised;

GUIDANCE FOR TPM MONITORING OF THE 2015 COTTON HARVEST

Monitoring Areas

Monitoring will be done in 10 of the 13 Provinces of Uzbekistan (excluding Tashkent city). These 10 Provinces are where the World Bank supports projects.

Monitoring could be at sites anywhere in each of the 10 Provinces but will have a special focus on those areas where the World Bank supported projects operate. With that caveat, sites selected for monitoring will be random. Each Province will have one TPM Monitoring Unit.

The ten Provinces, showing allocated ILO Monitor, are:

TPM International Monitors 2015 (at 4 September)

Province (and base)	ILO Monitor	Period
1. KARAKALPAKSTAN (Urgench and Nukus)	COSTACHI, Jana	Sept - Oct
2. FERGANA (Fergana)	LIPCANU, Oxana	Sept - Oct
3. SAMARKAND (Samarkand)	IAFAEV, Alexandre	Sept - Oct
4. NAMANGAN (Namangan)	KARRENBROCK, Gesche	Sept - Oct
5. SYRDARYA (Guliston)	i) SAVIN, Vitaly	Sept
	ii) GERASIMOVA, Oxana	Oct
6. KASHKADARYA (Qarshi)	NASIBOV, Elnur	Sept - Oct
7. TASHKENT (Tashkent)	RAZAFINDRAKOTO, Lalaina	Sept - Oct
8. ANDIJAN (Andijan)	i) BEYTULLAYEV, Elvis	Until 18 September
	ii) HOMAYOUNPOUR, Houtan	21 Sept – 3 Oct
	iii) HUSBERG, Wiking	Oct

9. BUKHARA (Bukhara)	OSOLNICK, John	Sept - Oct
10. DZHIZAK (Dzhizak)	EGOROVA, Svetlana	Sept - Oct

Timetable

Training of ILO and national monitors will take place on 14 – 15 September at FTUU Training College, Tashkent. Deployment of monitors to Provinces will be on 16 September. Monitoring begins on 17 September and finishes on 31 October. A mid-term Monitoring Review meeting will be held on 2 – 3 October in Tashkent in order to share experiences and lessons and for some international monitors to transfer responsibility to others.

Principles for monitoring: credibility, transparency, objectivity, reliability, validity, ethical (and confidential), best interest of the child, get it done at the local level

To ensure that the monitoring to be undertaken results in credible findings, it is of the utmost importance that the entire monitoring efforts, and all team members, adhere to the principles of credibility, transparency, objectivity, reliability, validity, ethical (and confidential), best interest of the child and getting it done at local level. Every member of the monitoring team has to follow these principles in everything they do. These principles – spelled out further below - lay the foundation for a monitoring endeavour that is credible and trustworthy when reporting on efforts and progress made.

- **Credibility:** the information collected through the effort has to be trustworthy and cover the real/factual situation; only in this way can progress be made to improve the situation. This is achieved by working with qualified and trained staff with understanding of child and forced labour and monitoring techniques. Any visits to cotton fields, educational and medical facilities and other interviews need to be random and unannounced surprise visits. If any upcoming monitoring visits are known beforehand by those to be monitored and interviewed, the entire monitoring effort will lose its credibility and may as well not take place.
- **Transparency:** the methodology and process of monitoring, including the tools used and the content of this manual are shared with all necessary stakeholders. Similarly, the information produced through it is public information (once processed and made anonymous to protect confidentiality). While they monitor, the monitors are open about their work and

never hide their purpose when asked. Likewise, access to farms, fields, medical and educational facilities and other sites is granted to the monitors without hindrances.

- **Objectivity:** the monitoring effort is done in the spirit of neutrality with the absence of bias. Monitoring is not set to prove right or wrong any preconception or previous finding or allegation of the use of forced and / or child labour in the cotton harvest of Uzbekistan, but to find out the true state of affairs in relation to the realization of the fundamental labour rights of children and adults as prescribed by national legislation and ILO Conventions. In this way, any remedial action can be undertaken where necessary through labour inspectorates, mahalla and others in authority.
- **Reliability:** The monitoring effort has to produce information worthy of reliance and trust. The data collected through the effort will not leave room for interpretation and will be purely factual. Monitors must not try to influence the responses of interviewees and must record accurately the responses given to them. In order to achieve reliability, a variety of research methods are applied, including direct observations, key informant interviews, survey questionnaires, photography and reviewing administrative records. Monitors will conduct interviews in at least pairs (unless the interviewee prefers a single monitor or the ILO monitor decides), questionnaires are consistently used, along with direct observation sheets, photography, and reviews of administrative records, and findings are appropriately interpreted. Forced labour can be more difficult to assess than child labour. Monitors will be triangulating information received from several sources in order to improve reliability.
- **Validity:** Cotton fields/farms, educational and medical facilities and other sites are randomly sampled for visits. Unannounced surprise visits are conducted and this means that only the team leader should know the location of any site to be visited. If this principle is violated, there is no point doing the monitoring as any findings will lack credibility. Visits will not follow a fixed schedule, including weekends. Some days, monitors will start early, on other days they will end late, and they will vary their lunch times. Another way of contributing to validity is to visit different types of site – i.e. big and small fields, fields close to the road or requiring a long walk. Surprise visits will also be paid to educational facilities for different aged students (i.e. vocational training centres, colleges, lyceums and universities) as well as schools, medical establishments and business enterprises. Interviews are to be held in private and without the presence of employer or intermediaries (apart from interpreters). Interviewing needs an approach that allows those interviewed to speak freely and without fear.
- **Ethical (and confidential):** the monitoring effort has to be in accordance with the ILO standards for right conduct and practice in monitoring child and forced labour. Special planning, consideration and arrangement is needed by monitors to organize a conducive monitoring environment. It must be ensured that information revealed by respondents does not lead to reprisals for them or their family. In order to ensure that the monitoring does not result in harm for anyone involved, no punitive measures shall be taken against monitors,

respondents and their families. If such cases are heard of, they will be registered and reported.

Confidential: The information gathered during interviews will be recorded without the names and identities of the respondents, and information will be recorded without revealing identities (even the location may be hidden in the database where necessary to protect an individual's identity). Respondents are guaranteed to be free from repercussions for collaborating with monitors in terms of providing information. Repeat visits may be made to certain locations to check whether reprisals have been taken since the first monitoring visit. Monitors must not share monitoring information or their opinions with anyone outside their monitoring unit or the ILO Chief Technical Adviser (if necessary, via the ILO field monitor), either during or after TPM.

- **Best interest of the child:** All adults involved in the monitoring have to do what is best for children. The best interests of children must be the primary concern in making decisions that may affect children. The following always needs to be considered when adults make decisions affecting children:
 - The wishes and feelings of the child concerned
 - His/her physical, emotional and educational needs now and in the future
 - The likely effect of the decision on any change in his/her circumstances now and in the future
 - Age and gender
 - How to ensure no harm is done to any child, not now and not in the future

Children (ie. 17 years old or younger) found working in cotton and not attending school will be provided with services for rehabilitation and referral to education with regular attendance. Monitors, in contact with local officials, have the responsibility to ensure that no child found to be performing hazardous work or their parents will be punished. It is those who recruited children and employed them in hazardous work (or who allowed them to work on their fields) who should be charged for violating labour legislation. Any child labourer should be given the contact details of the monitors in case something happens to them. Repeat monitoring to the site may be made.

- **Get it done at the local level:** The GoU is responsible for enforcing its national legislation and empowering and strengthening tripartite processes with labour ministry officials, employers and workers and their representatives at the local level. It implements its policies on child and forced labour at local level through the Mahalla, and these include local representatives of the ministries of labour, agriculture, women's affairs and education, along with representatives of workers' and employers' organizations.

While these Mahalla play a key role in coordinating the cotton harvest they are also tasked to ensure no children and forced labour are used; thus, they are in an excellent position to advocate for compliance with labour (and education) legislation amongst employers, recruiters and representatives of educational, medical and other facilities. Nevertheless,

when monitoring teams do find children working in the cotton harvest, monitors should contact the local Mahalla to take remedial action for the child and to address matters (including punishment of recruiters and employers), as well as record the incident on monitoring forms. When monitoring teams do find incidences or likely incidences of forced labour, or receive information suggesting threats or systematic demands for labour recruitment, monitors should record the facts on monitoring forms and alert the ILO monitor, who will report to the ILO Chief Technical Adviser. Where it is considered safe to do so and the individual concerned agrees, the monitoring unit may raise the matter with local authorities. In all cases, people (including children) may be advised to use the hotline access to the national feedback mechanism operated by the FTUU and Ministry of Labour [*insert telephone numbers and web address*].

Technical preparations in advance of the monitoring

- The TPM partners - the Coordination Council (Ministry of Labour, FTUU, Chamber of Commerce & Industry) and the ILO Chief Technical Adviser – will be in regular contact with each other during the harvest in order to review progress, decide arrangements, and resolve any problems. Monitors can raise issues or concerns with their management for discussion at these regular meetings.
- Training monitors will take place on 14-15 September. Monitors will be trained on the contents of this manual and how to use the annexed forms. Of particular importance is the training on monitoring forced labour, as this has not been done before in Uzbekistan and the methodology may be unfamiliar.
- Training monitors on the use of smart-phones, so that they are able to use them for navigation and finding GPS coordinates of visited locations by using either Google maps or other satellite map service.

TPM Team Composition and Organization

The TPM team consists of 10 monitoring Units, each of which will monitor a Province. Each unit is composed of six staff:

- an ILO lead monitor,
- a representative of the Federation of Trade Unions of Uzbekistan (FTUU),
- a representative of the Chamber of Commerce and Industry of Uzbekistan (CCIU),
- a Labour Inspector, representing the Ministry of Labour,

- a representative of the Women's Committee,
- a representative of a local NGO.

The Units will be served by drivers and interpreters.

Each Monitoring Unit will be based at the FTUU office in the Provincial capital of the Province it is responsible for monitoring. The exception is Karakalpakstan, where the Unit will alternate between Nukus and Urgench, as the latter is more convenient for field monitoring in southern Karakalpakstan. Units will travel together as a team.

Actual monitoring interviews are usually done in pairs or three monitors per interview so that several interviews can happen at the same time at each site. But interviews can be done by one monitor if the interviewee desires or the ILO monitor decides.

Each monitoring team is in contact with relevant staff of the local Mahalla AFTER farm or field visits where children are found working in order to ensure remedial action is taken in the best interest of the child and that employers and recruiters of children are punished appropriately.

The ILO Chief Technical Adviser may assign more than one Monitoring Unit to work in one Province. The units may be rotated between zones and unit members and ILO monitors interchanged if needed and considered as appropriate by the CTA, in consultation with the Coordinating Council.

A mid-monitoring review meeting of monitors will be held on 2-3 October in Tashkent. The meeting will be used to review progress with TPM in detail, share experiences and lessons, refine monitoring protocols, and facilitate hand-over from monitors who are leaving to those arriving.

During the final week of monitoring and depending on the state of the harvest, Units are encouraged to hold feedback meetings with local stakeholders. These can only give an oral and preliminary feedback on the monitoring experience in the Province as they are unable to provide ILO's overall assessment of child and forced labour during the 2015 harvest. However, monitoring is the priority so these feedback meetings should not interfere with that if the harvest continues.

ILO TEAM LEADER (CTA):

Is responsible overall for the TPM and supervises all Monitoring Units. The Monitors report through the ILO Monitors to the ILO Team Leader (CTA), who:

1. Coordinates the work of the Monitoring Units
2. Organises logistics for the work of the Monitoring Units
3. Manages budgets.
4. Trains Monitors,
5. Allocates the Units to Provinces,
6. Assigns daily monitoring locations in each Province to the ILO Monitors only and takes additional measures where needed to ensure that the locations visited are unannounced (i.e. surprise visits),
7. Follows-up the progress of the Units' work and ensures Units follow the methodology in this manual,
8. Reviews the quality of data submitted,

9. Maintains an aggregate database and filing system of monitoring data for the entire team (using inputs from the Field Coordinators)
10. Maintains contact with the National Feedback Mechanism, the Uzbek constituents (the Coordinating Council) and World Bank and others as needed and is responsible for raising and resolving issues with them.
11. Deals with reported incidents, attends to HR issue,
12. Performs verification visits to monitored locations or locations to be monitored
13. Conducts the analysis of gathered data and prepares a preliminary report for discussion at the Round Table prior to producing an assessment on the use of child and forced labour in cotton picking in Uzbekistan.
14. Deals with communications, media and contacts with parties seeking to engage with ILO about the TPM.

ILO MONITORS (field coordinators):

One assigned in each Monitoring Unit, is responsible for the work of the Monitoring Unit:

1. Leads and coordinates the work of the Monitoring Unit and instructs the driver and interpreter.
2. Receives daily coordinates of locations and directs the driver while keeping the destination confidential to ensure fields/farms and educational and medical establishments, and other visits are indeed unannounced, and decides on additional or alternative sites to visit or repeat visits at will (again, unannounced).
3. Performs monitoring of the farms, plantations, educational facilities and medical establishments and other sites as instructed in this manual
4. Is in charge of entering data into the database and sending it daily to the CTA and Geneva.
5. Maintains secure paper files for forms.
6. Briefs the Monitors on the monitoring schedule of the day
7. Manages the monitoring schedule for the day, including when to eat and varies the length of the working day to ensure surprise visits are indeed surprise visits and to ensure all parts of a day are monitored (i.e. sometimes an early start, sometimes a late ending, sometimes an early or late lunch). Makes sure the Monitoring Unit is appropriately equipped for the monitoring day
8. Is responsible for the upkeep and security of the all the equipment of the Unit
9. Is responsible for the finances of the Unit
10. Stores receipts of purchases for the Unit (fuel, accommodation etc.)
11. Briefs the CTA (Team Leader) at the end of the monitoring day
12. Deals with any incidents at the Unit level and informs the CTA (Team Leader) when any occur

THE NATIONAL MONITORS:

1. One of the national monitors in each Unit will be responsible for helping the ILO monitor with any logistical arrangements and management of the drivers and interpreters.
2. Are responsible for monitoring, as set out in this manual, of farms / fields, medical and educational facilities and other sites as instructed by the ILO Monitor (field coordinator).
3. Report to the ILO monitor (field coordinator) of their Monitoring Unit and submit all data collected during the day to the ILO Monitor by the end of the day.
4. Are responsible for the equipment and materials trusted to them to conduct their work.
5. Ensure – daily – that a sufficient number of questionnaires are copied and ready for use during the day.
6. Inform interviewees about the Feedback Mechanism and hotline and encourage them to use it if needed.

7. Facilitate the removal of children and their referral to services leading to rehabilitation and provide a contact

Skills and characteristics of a child and forced labour monitor

What a child and forced labour monitoring unit should know:

- Content of UN and ILO Conventions on child labour and forced labour
- Content of Uzbekistan child labour and forced labour laws
- Content of Uzbekistan education laws and policies
- What child and forced labour monitoring is and its purpose
- Boundaries of authority – what you can say and do and what you should not
- How to assess whether a person is working voluntarily or not
- How to verify the age of a child
- How to record information
- Ethics of interviewing, especially children

How a child and forced labour monitor should act and behave (see section on “principles”):

- A strong sense of ethics and honesty
- A keen observer
- A good communicator, rapport-builder
- Calm and composed
- With respect for all people, including children
- With patience and perseverance
- As a team player
- With lots of energy so as to cover at least the length of the days that workers are picking cotton.
- With tact and discretion.

As a child and forced labour monitor you need not only to know how to perform your monitoring duties, but also how to share information with other Unit members at the appropriate time. Following correct procedure and discipline, you need to know what to report to the ILO Monitor (field coordinator). It is also important you respect the opinions of other members of the Unit because it promotes mutual trust and good spirit and a pleasant working environment. As a good Unit member, you show commitment and motivation by maintaining a positive attitude even when working under pressure, by meeting deadlines and helping other Unit members do the same. In this way the Unit and the entire team maintains its identity and function to monitor child and forced labour in a unified manner. Because you work so closely with other Unit members, it is vital that you speak with one voice when performing your duties. If there are questions or issues that come up during monitoring, it is essential to deal with them, but do not discuss them during the monitoring site visit; rather, take note of the issue and later talk to your ILO Monitor in the vehicle or other more private venue.

It is important you communicate in a friendly and effective way with respondents you interview and establish rapport quickly – this includes a clear presentation of yourself and the aims of the monitoring, and the ability to listen carefully. To handle problematic situations with composure, you need to be encouraging, tolerant, patient and a good reader of body language. The most distinctive characteristic of a child and forced labour monitor is that she or he exhibits moral strength and operates with a strict code of ethics.

You should not accept any gift, reward, or other privilege from any enterprise, organisation or its representative or give any favour. In your role as a child and forced labour monitor you need to be honest, sincere and transparent in all your activities. You do not overlook children you think are under-age. No matter what your occupation is outside this child labour monitoring mission, you must base your work and ethics on the monitoring principles laid out in this manual in order to perform your duties as a child and forced labour monitor in an acceptable manner. Failing to live up to the principles and ethics may result in being withdrawn from the monitoring team.

Regarding dress code, clothing should allow them to easily walk through cotton fields (i.e. shoes with good grip, long thin pants, thin clothing (mindful of the heat) and with protection against intense sunlight.

Mandate, rights and duties of the monitoring team members

Monitors have the mandate and right to:

1. Perform your monitoring duties without hindrance or harassment and with respect.
2. Perform your monitoring duties without the need to inform anyone in advance of destinations or sites to be visited
3. Follow the monitoring schedule assigned by the ILO CTA (Team Leader) uninterrupted by any authorities and without informing local Mahallas and farmers to be visited.
4. Deviate from the monitoring schedule to perform *ad hoc* visits to farms/fields, and educational and medical establishments and other sites.
5. Visit any farms/fields regardless of whether they are private or government owned
6. Not to have to report about your duties to any authority other than your ILO Monitor (Field Coordinator) and ILO CTA (Team Leader).
7. Not to be in contact with any media or organization or any person about the monitoring mission either during or afterwards but to direct enquiries to the ILO CTA.
8. Not to be prosecuted, intimidated, threatened or in any way pressured due to your duties as a Child and Forced Labour Monitor. This applies also to your family.
9. Freely enter, stay in and leave a farm, educational or medical facility within the Province.
10. Freely communicate with other Monitoring Team members by any means necessary while guarding for privacy and confidentiality.
11. Protect the best interest of children found to be in child labour, do them no harm, contact authorities with a view to remediation, and give them a card with contact details of the monitor (in case they need to contact a monitor because something happened).

Monitoring workflow, sequence and timing

Each Monitoring Unit is assigned a Province. The Monitoring Unit conducts monitoring of cotton farms/fields and other sites in the locations communicated by the ILO CTA (Team leader) to the ILO Monitor (field coordinator) in the morning of each monitoring day. The ILO Monitor does not share information on the actual location with anyone (to ensure visits are truly surprise visits).

Before leaving, monitors should make sure that they have sufficient food, water and fuel to cover the locations for the day, unless there is information that those are obtainable on the way. The unit is equipped with:

1. The schedule for the day (ILO monitor)
2. Sufficient number of empty forms for the day
3. Pens
4. Recharged GPS device (on mobile telephone)
5. A digital camera with empty memory card (on mobile telephone)
6. Fully charged smart mobile telephone with car recharging facility.
7. Recharged laptop with the Monitoring Database developed in Delphi 7 and based on Ms Access platform
8. Map
9. A set of name cards with contact details of all monitors
10. Monitors photo ID badge
11. A monitoring permission letter with each member of the unit
12. ID papers
13. This monitoring manual

Each day, each Monitoring Unit should aim to monitor at least two cotton farms/fields, one educational facility, one medical facility, one business enterprise and one Mahalla. Courtesy calls on Hokimiyat should be done whenever necessary. If time permits, more cotton fields should be monitored unless the ILO monitor wishes to follow-up information obtained from interviews, which suggest visits to other sites would be useful.

The Unit is expected to observe their surroundings from the vehicle when moving to/from the scheduled locations. If young workers are seen taking part in the cotton harvest (who could be 17 years old or younger - ie. children), the Unit will conduct a monitoring visit to the field:

- using **FORM 1 (Standard Observation)** to record what you see,
- using **FORM 2 (Youth Interview)** to interview separately several of the youngest looking youth with whom rapport is established and who consent to the interview,
- using **FORM 6 (Farmers / Group Leaders)** to interview the farmer or group leader in charge of the farm / field,

- interviewing the adult cotton pickers (ie. 18 years and older) using **FORM 7 (Cotton Pickers)**.

For the two scheduled visits to cotton fields the same protocol will be used (but if there are no children in those fields – judged by asking the youngest-looking workers their date of birth – there is no need to use FORM 2).

In addition to monitoring visits to farms / fields, each Monitoring Unit will try to visit each day:

- one educational facility (i.e. vocational training centre, college, lyceum, university) using **FORM 3 (Education Establishments)**. Note that this form contains interview questions for different people in the educational facility: Head, Staff, Students. The form is designed to interview up to three staff and up to three students but extra forms should be used so different pairs of monitors can interview simultaneously and in case of need for more than three interviews per monitor. Make sure all extra forms identify the site and GPS coordinates. The form also advises a check on the attendance registers to see if there are fewer people attending than normal.
- one medical establishment (i.e. hospital, clinic) using **FORM 8 (Medical Clinics and Hospitals)**. Note that this form contains interview questions for different people in the medical facility: Director, Staff. The form is designed to interview up to three staff but extra forms should be used so different pairs of monitors can interview simultaneously and in case of need for more than three interviews per monitor. Make sure all extra forms identify the site and GPS coordinates. The form also advises a check on the attendance registers to see if there are fewer people attending than normal.
- one business enterprise (large or small enterprises, private or public sector) using **FORM 9 (Business Enterprises)**. Note that this form contains interview questions for different people in the business enterprise: Director, Staff. The form is designed to interview up to five staff but extra forms should be used so different pairs of monitors can interview simultaneously and in case of need for more than five interviews per monitor. Make sure all extra forms identify the site and GPS coordinates.
- one Mahalla leader using **FORM 10 (Mahalla Leader)**.
- if appropriate, courtesy call on the Hokim using **FORM 11 (Hokimiyat)** to record any points.

At the start of the site visit, the ILO Monitor (field coordinator) asks to meet with the farmer or group leader in charge in the farm/field (it could be a teacher in charge of a group of students) or, in the case of other sites, the Director, owner or person in charge. The ILO Monitor will present the Unit, regardless whether stopping *en route* or at a scheduled location and explain the purpose of the site visit. It is a courtesy to ask the Director or Head for permission to interview their staff or students. If the Monitoring Unit is stopped on the way by police or other authority, the ILO Monitor will also present the members and purpose of the Unit. If the monitoring activities of the Unit are interrupted or the visit prevented in any way, the incident is recorded using **FORM 5 (Non-**

cooperation), except for business enterprises, which are not obliged to give access to monitors for interviews, according to Uzbek law. The Unit will not attempt to continue the monitoring activities by force or by trying to insist further in the location but will leave for the next location. However also in such cases, visual observations should be recorded in **FORM 1 (Standard Observation)** as soon as the team has left the location.

Care should be taken not to disrupt cotton picking, education and business for too long, and the provision of medical care not at all. Aim not to spend more than one hour at any one site. While each Unit aims to cover as many sites each day as possible and conduct as many interviews as possible, the interviews have to be conducted in an ethical, child-friendly manner with confidentiality assured. The visits and interviews should try to be conducted in a way so as to cause minimal interference to operations while still being efficient in getting the monitoring done.

At the end of each monitoring day, the ILO Monitor (field coordinator) assisted by Unit Monitors feed the data from the paper forms into the database in the laptop computer. The photos in the cameras are copied in the laptop and given names as per Visit Codes and running number. A backup copy is taken of the database and the photos on a flash drive kept separate from the laptop after finishing data entry each day. Paper forms are hole-punched and inserted in the Unit Monitoring Folder under the appropriate section.

Contact is made with the ILO CTA (Team Leader) with a cellphone or otherwise and a briefing of the day made.

Presenting the Unit before starting monitoring in a site

In order to minimize the risk of being misinterpreted or giving false information or impression of the work of the Monitoring Unit and Team, a process must be adhered to when presenting the Unit and the child and forced labour monitors. When entering a monitoring site such as farm or an educational facility, present and introduce the Unit as follows:

1. First the ILO Monitor (Field Coordinator) states that:
 - a. You are representing the child and forced labour monitoring unit.
 - b. You are visiting the site in order to monitor – independently - the use of child and forced labour during the cotton harvest in agreement with the Government of Uzbekistan.
2. The ILO Monitor presents a copy of a letter signed by the appropriate official of Uzbekistan and his or her Monitor ID card.
3. The ILO Monitor then asks each of the Monitoring Unit members to present themselves, stating their name and title/function.
4. The ILO Monitor asks the host/counterpart to present him or herself.
5. Explain that you will interview adults, children and youth at the site and take photographs. Identities in photographs will not be revealed and that you may ask to see attendance registers if in educational and medical facilities and employment contracts.
6. The ILO Monitor then asks if the person has any questions.
7. Any questions are answered to the best of the unit's ability.

8. If there are no questions or questions have been reasonably answered, ask to enter the farm/field or other site by saying "is it okay for us to enter and perform our duty?"
9. If you are asked to wait, do so for a maximum of 10 minutes before requesting again to enter.
10. If access is denied or if you are asked to wait for longer, inform the person in charge (or the person who denied your access) that the incident is registered and reported, except for business enterprises, which are not required to give access.

Things to remember before and when interviewing a child/youth in a cotton field or educational facility

1. If possible there should always be two Monitors present in the interview: one male and one female member.
2. Identify the youngest looking group of workers on a field. Make an overall assessment whether it is safe for the young worker and yourself to conduct an interview by observing the situation and people present.
3. Try to get verbal and body language contact with the youngest looking workers: if she or he appears frightened, anxious and indicates she or he does not want to be part of the interview you should not continue.
4. When you get contact with the young looking workers, introduce yourself and assess the consequences for the young workers if they talk to you, including possibly missing work quotas, meals, and rest as a result of the interview.
5. Within the group of young-looking workers ask for their date of birth and focus on the youngest persons (i.e. 'children' under 18 where you can find them, otherwise youth under the age of 20).
6. Get informed consent from the identified child and where possible his or her parents. If the child is alone, then his/her response will be sufficient. If the sun is shining go under shade for the interview.
7. If a girl is being interviewed arrange a female member of the Unit to conduct the interview where possible. Some questions can only be asked in the presence of a female member
8. Arrange a place for the child and you to sit. Sit so that you are not looking at the child from above but from the same eye-level. Arrange the seating so that the child will not feel "cornered" by interviewer, interpreter, possible social worker, but informally in as relaxed way as possible.
9. Especially important: To ensure privacy arrange so that no other children nor employers are present in the interview – and cannot observe or hear it - unless the child to be interviewed would like another child to be present to feel comfortable
10. Especially important: Arrange so that no adults other than the Unit members are present, unless they are family members to the child
11. Start the interview by asking fun questions (e.g. on hobbies, idols, funniest thing that ever happened to you) to see if the child is in a shape to understand your questions and that you understand him or her, and in order to make the child feel more comfortable.
12. Use **FORM 2** to interview a child/youth.

13. Inform the child that the interview can be stopped at any time if she or he so wishes, and that he or she can freely refuse to answer any questions she or he does not feel comfortable answering.
14. Do not make your form the focus of your discussion with the child as it will seem formal and can make the child hesitate to talk to you. Rather keep the form on your lap lean forward, smile and go through the topics of the questions in a more informal manner. You do not necessarily need to ask the questions one by one to get the information (however make sure you do get the information needed in the forms!).
15. End the interview by asking whether you can take a photo (possibly of you together with the interviewed child) and make clear that these photos will be kept confidential.
16. Remember that all information collected during the interview must be treated in *absolute confidentiality* to protect the child. The monitor should not give anyone information on the interview, including to any media, NGO or other organisation or person. This includes information obtained from interviews conducted by other Unit members or other Units.
17. Give the interviewed child your name card with contact details (in case something happens).

Children need to be removed to safety from the cotton field and benefit from education and other services. This should be arranged in consultation with parents and the Mahalla / Labour Inspector.

Things to remember when visiting a medical establishment

1. Always seek permission from the director or deputy director of the medical establishment.
2. Make absolutely sure that the visit does not interrupt treatment of patients or jeopardize their health and well being. Visits should not be conducted in the evenings in order not disturb patients sleeping. Do not discuss with staff in the presence of patients in order not to distress the patients.
3. Makes sure to use an anti-septic to clean your hands upon entering and leaving the medical establishment.

Main steps in performing visits to educational institutions and medical establishments

Educational institutions – FORM 3

1. Seek director or in absence most senior staff
2. Introduce the purpose of your visit, show credentials and introduce the unit
3. For all educational institutions, focus on whether any staff and students are away picking cotton and the role of the institution in organising staff and students for cotton picking, or whether payments were made not to pick cotton. In educational institutions for 16-20 year olds, both students and staff could be affected; in educational institutions for younger

children, students are less likely to be affected than staff. Remember, both teaching and non-teaching staff could be affected.

4. Make sure that you understand and have established if classrooms are empty because classes run at a different time or for some other reason. If students and teachers are said to be attending for example a physical education activity elsewhere, proceed to the location to check.
5. Ask if classes have been combined (because students and teachers are absent) and take note.
6. When older students are said to be on job practice, note the location and aim to check. This should be done especially if students are performing job practice on farms where cotton harvest occurs.
7. Perform interviews as per the questions on FORM 3 and otherwise as necessary.

Medical establishments – FORM 8

Follow the guidance in this manual on ensuring that the safety of patients is not compromised due to the monitoring visit and that they are not unnecessarily distressed. Do not enter restricted areas. Only female monitors should enter wards with female patients.

1. Seek director or in absence most senior staff
2. Introduce the purpose of your visit, show credentials and introduce the unit.
3. For medical establishments, focus on whether any staff are away picking cotton and the role of the institution in organising staff for cotton picking, or whether payments were made not to pick cotton. Remember, both medical and non-medical staff could be affected.
4. Ask for a list of staff employed by the establishment and verify if present and reasons for absence.
5. Perform interviews as per the questions on FORM 8 and otherwise as necessary.

The monitoring tools

Below is a table depicting the different forms used by the Monitoring Team:

Form	Used by	Used for	Used where
Form 1:	Monitor	Monitors' impression of a	Farm/field

Standard Observation Form		farm / field. Summarize which of the different tools were used during the visit, describe the location of the site visited, describe the interview circumstances, visual observation of the site in terms of children and standard indicators of forced labour.	
Form 2: Child/youth on cotton Field	Monitor	Used as a basis for conducting the interviews for children/youth found in the cotton fields and capture information of the interviews.	Farm/field
Form 3: Educational establishment	Monitor	To monitor whether the educational establishment received a request to send staff or students to pick cotton and how they dealt with that request. If there was a temporary decrease in effectiveness /functionality of the establishment due to the harvest and perception of a difference with last year's situation.	Educational facilities, especially for 16 years old and above (to be found mainly in small, medium and large size cities). Can be used any time when passing such a facility between monitoring sites. Check when educational facilities are likely to be open. Used to interview director of establishment, and randomly interview staff and students.
Form 4: Daily Location Assignment and actual Monitoring schedule	ILO CTA (Team Leader), ILO Monitor (Field Coordinator)	Used by the Team Leader to designate sites to be visited by the Monitoring Unit daily, along with the locations of actual monitoring (including visits along the way)	Main Project Office. Monitoring Unit location.

Form 5: Non-Cooperation Form	Field Coordinator	Used to record situations where the Monitoring Unit and its monitors are prevented from performing their duties.	Anywhere where the monitors are working, except business enterprises, which do not have to give access to monitors for interviews, according to Uzbek law.
Form 6: Farmers / Group leaders	Monitor	To monitor the risks of forced labour and check the recruitment and employment relationship in the farm. How the farmer got the workers who are currently in the field. What he does and to whom he reports if he has not got enough workers. Whether he is satisfied with the quality and quantity of work performed by the workers. How complaints from workers are handled. To check the contractual relationships. Whether there is a difference with last year's situation.	Farm / field. Interview farmer or group leader. Check employment contracts.
Form 7: Cotton pickers	Cotton pickers (self- administered questionnaire) or monitor	To assess whether cotton pickers were recruited freely, that there are no teachers or medics present (unless outside their normal work time), and if the situation was different from 2014.	Farm / field. Interview with monitor.
Form 8: Medical establishments	Monitor	Used to verify whether medical and non-medical staff are performing their regular work or are taking part in harvesting cotton. To monitor whether the medical establishment	Medical establishments such as rural physician points (SVPs), clinics and hospitals. Used to interview director, to randomly select staff for

		received a request to send staff to pick cotton and how they dealt with that request. If there was a temporary decrease in effectiveness /functionality of the establishment due to the harvest and perception of a difference with last year's situation.	interview and to check attendance register. Can be used any time when passing such a facility between monitoring sites.
Form 9: Business enterprises	Monitor	To monitor the use of organised recruitment from business enterprises. Used to verify whether workers are performing their regular work or are taking part in harvesting cotton. To monitor whether the business enterprise received a request to send staff to pick cotton and how they dealt with that request. If there was a temporary decrease in effectiveness /functionality of the business due to the harvest and perception of a difference with last year's situation.	Any business enterprise (small or large, public or private). Can be used any time when passing such a facility between monitoring sites. Interview the Director / owner and a selection of staff. Business enterprises are not obliged to give access to monitors for interview, according to Uzbek law.
Form 10: Mahalla Leader	Monitor	To monitor the role of the mahalla leader in the recruitment of workers for cotton picking. Whether Mahalla received a request to supply labour to pick cotton. How any shortage of labour was handled. If the Mahalla organised brigades and how.	Mahalla. Unstructured interview.
Form 11: Hokimiyat	Monitor	Courtesy call.	Hokimiyat Open discussion.

THE DAILY MONITORING WORKFLOW:

I. EACH MORNING:

The ILO CTA (Team Leader) communicates the locations to be visited during the day by phone or otherwise to the ILO Monitor (Field Coordinator).

- ILO Monitor fills in the Monitoring Schedule Form 4 with the information.
- ILO Monitor informs the other Monitors of the direction to drive but does not share the details of the locations.
- Monitors ensure sufficient fuel, food, water is available for the day (either carried or purchased on the way).
- Monitors check they have sufficient copies of documents, forms and equipment with them to perform their duty, and computers and telephones are fully charged and photograph memory is empty.

II. DURING THE MONITORING DAY:

- Monitoring Unit travels to instructed locations.
- While observing the farms en route to the locations, the ILO Monitor can at any moment direct the Monitoring Unit to monitor a farm and fetch GPS coordinates. Spot checks can and should be made.
- If young workers likely to be children or a situation likely to present a high risk of forced labour are seen en route, the Monitoring Unit should also initiate a site visit.
- In addition to fields, the Monitoring Unit should stop at educational and medical facilities and business enterprises on the way to, between and after their instructed destination, fetching GPS coordinates each time.
- At a site visit, the Monitoring Unit seeks the person responsible for the site and the ILO Monitor introduces the monitors and their purpose.
- The ILO Monitor splits the Monitoring Unit into two or more groups, who proceed to conduct interviews, using the appropriate forms and following the principles and the ethics set out in the guidance manual.
- Children in unsafe situations are removed to parents and referred to services; adults in or at risk of forced labour are told about the national feedback mechanism and hotline, from where public advice can be sought.
- The Unit proceeds to the next assigned location after work completed.

III. CLOSING THE MONITORING DAY:

- The data collected is filed in appropriate files
- Photos in cameras are saved in laptop under file names per visit codes with serial numbers
- Data from forms is entered into the Database and photos are copied in backup drive
- Camera memory card is emptied
- Database is e-mailed to ILO CTA (Team Leader - mccllelland@ilo.org) and copied to ILO Geneva (Bedalli@ilo.org) or uploaded to a secured cloud storage as instructed if possible
- The ILO Monitor (Field Coordinator) reports briefly to Team Leader by telephone or otherwise as instructed on:
 - Any incidents during the monitoring day
 - Sites visited and main findings

It should be noted that the provision of random coordinates by the Team Leader should be done only in the morning right before the Units' dispatch. The coordinates need to be fetched and sms-ed or called to the ILO Monitors (field coordinators). Not all coordinates for the day should be given at once, but more throughout the day. Sufficient time should be reserved for this by the Team Leader; at least 2-3 hours daily. In the evening, 2-3 hours needs to be reserved for compiling the database from files sent by the ILO Monitors (field coordinators) and taking their calls. As hundreds of coordinates are fetched and sent out by the ILO CTA (Team Leader) during the monitoring, rigorous selection, record-keeping and data management are necessary. Mistakes are easy to happen but can just as easily be avoided.

The GPS provides an objective means for the LO CTA to assign locations to Monitoring Units. It also tells the ILO Monitor (field coordinator) what the actual location is without having to rely on any other sources of information. It is also a more convenient method to the alternatives. The ILO monitor can use the smartphone with the gps to help navigate to the location.

The tools for the Monitoring Team to perform its duties are the following:

- Each Unit has to carry a copy of this Manual with them in English and Uzbek/Russian.
- Forms related to monitoring:
 - Form 1: Field Standard Observation
 - Form 2: To interview youth under age 20 in fields
 - Form 3: Educational establishments (eg. schools, colleges)
 - Form 4: Daily Location Assignment and Monitoring Form
 - Form 5: Non-cooperation during monitoring activities
 - Form 6: Farmers / Group Leaders
 - Form 7: Cotton Pickers
 - Form 8: Medical clinics and hospitals
 - Form 9: Business Enterprises
 - Form 10: Mahalla Leader
 - Form 11: Hokimiyat
- Forms related to finance and equipment
 - Subsistence fund disbursement and expenditure follow-up form – signed off when Unit Field Coordinator paid money for vehicle rental, fuel and accommodation and record actual expenditure, with receipt number.
 - Equipment handover form – signed off by ILO Monitor upon receipt of assets (eg. Laptop with accessories, mobile telephone, etc.).
 - Team budget and expenditure form – used by Team Leader to observe budget and follow-up and report expenditure of the Team.
- Software

- Uzbekistan TPM Child and forced labour monitoring Database
 - Smartphone app for map location and direction software
- Laptop
 - Cellphones with GPS and camera
 - Stationary
 - Permits and badges

Annexes:

TPM of Child and Forced Labour in Cotton Forms 1 - 11

TPM OF CHILD AND FORCED LABOUR IN COTTON		FORM 1: FIELD STANDARD OBSERVATION FORM
Visit code:/...../...../...../..... initials/tuman /viloyat / date /time	1.Date: dd/mm/yyyy:/...../.....
2.Time: hh/mm:/.....	3. Visit done <input type="radio"/> en route to OR <input type="radio"/> at planned location	4. Name of monitor:
5. Monitoring unit number:	6. Field coordinator name of unit:	7. GPS Coordinates of location:
8. Viloyat-province:	9. Tuman-district:	10. Nearest village or town (if known):
11. Tools used during the visit: <input type="radio"/> Form 2 (Children and youth in cotton fields) <input type="radio"/> Form 5 (Non-cooperation) <input type="radio"/> Form 6 (Farmer/group leader questionnaire) <input type="radio"/> Form 7 (Cotton pickers questionnaire)		
VISUAL OBSERVATIONS & INFORMATION OBTAINED FROM KEY INFORMANTS		
12. Farm name if known:		
13. Describe the location a. Size of the field in hectares: b. Distance to main (tarmac) road: c. Distance to nearest village: d. Guards or group leaders present: yes/no e. Are toilet facilities available on/nearby the field?: yes/no f. Is fresh drinking water provided?: yes/no g. Is fresh fruit provided?: yes/no h. Is proper food provided?: yes/no i. Are there warning sign/posters against CL/FL? Yes/no		
14. How many girls under 18 did you see working in cotton?	15. How many boys under 18 did you see working in cotton?	
If no children under 18 year of age observed, skip to question 23 .		
16. If you saw children working, were they under parental guidance?		
17. If you saw children working, what language(s) were the children speaking?		
18. If you saw children working, did the children appear fearful or afraid (especially when their supervisor/employer was present)?		
19. If you saw children working, Did the children appear hurt, sick, or exhausted?		

20. If you saw children working, Did the children suffer from any skin problems?																														
21. If you saw children working, What kinds of clothes, shoes, and protective gear were the children wearing?																														
22. In the assessment of the monitor, which hazards are present in the plantation - manifest by incidents already taken place or very likely to take place - which are not sufficiently controlled and place the child in danger? <table style="width: 100%; margin-left: 20px;"> <tr> <td style="width: 50%;">a. <input type="radio"/> Getting hit by a truck/tractor/car/motorcycle</td> <td style="width: 50%;">j. <input type="radio"/> Forceful movement</td> </tr> <tr> <td>b. <input type="radio"/> Slipping/tripping/falling</td> <td>k. <input type="radio"/> Repetitive movement</td> </tr> <tr> <td>c. <input type="radio"/> Getting entangled into machines</td> <td>l. <input type="radio"/> Getting bitten by snakes</td> </tr> <tr> <td>d. <input type="radio"/> Drowning/suffocation</td> <td>m. <input type="radio"/> Getting kicked by animals</td> </tr> <tr> <td>e. <input type="radio"/> Intoxication from chemicals</td> <td>n. <input type="radio"/> Excessive noise</td> </tr> <tr> <td>f. <input type="radio"/> Poisoning through contaminated water</td> <td>o. <input type="radio"/> Excessive sun exposure</td> </tr> <tr> <td>g. <input type="radio"/> Use of dangerous tools</td> <td>p. <input type="radio"/> Dust</td> </tr> <tr> <td>h. <input type="radio"/> Carrying of heavy weight</td> <td>q. <input type="radio"/> Other, namely.....</td> </tr> <tr> <td>i. <input type="radio"/> Excessive hours</td> <td></td> </tr> </table>	a. <input type="radio"/> Getting hit by a truck/tractor/car/motorcycle	j. <input type="radio"/> Forceful movement	b. <input type="radio"/> Slipping/tripping/falling	k. <input type="radio"/> Repetitive movement	c. <input type="radio"/> Getting entangled into machines	l. <input type="radio"/> Getting bitten by snakes	d. <input type="radio"/> Drowning/suffocation	m. <input type="radio"/> Getting kicked by animals	e. <input type="radio"/> Intoxication from chemicals	n. <input type="radio"/> Excessive noise	f. <input type="radio"/> Poisoning through contaminated water	o. <input type="radio"/> Excessive sun exposure	g. <input type="radio"/> Use of dangerous tools	p. <input type="radio"/> Dust	h. <input type="radio"/> Carrying of heavy weight	q. <input type="radio"/> Other, namely.....	i. <input type="radio"/> Excessive hours													
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23. Weather:																														
24. Interruptions/distractions – did anyone create obstacles to persons conducting interviews in private?																														
25. What factors may have influenced the collection of data during this session? <ul style="list-style-type: none"> a. For the person(s) conducting monitoring: b. For the children/adults: 																														
26. Were there any prima facie indications of the 11 standard signs of forced labour: <table style="width: 100%; margin-left: 20px;"> <tr> <td style="width: 80%;">a. restricted mobility of workers (high fence, barbed wire, guards, etc.)?</td> <td style="width: 20%;">Yes/No</td> </tr> <tr> <td>b. isolation of workers?</td> <td>Yes/No</td> </tr> <tr> <td>c. Abuse of workers?</td> <td>Yes/No</td> </tr> <tr> <td>d. Deception of workers?</td> <td>Yes/No</td> </tr> <tr> <td>e. Physical or sexual violence against workers?</td> <td>Yes/No</td> </tr> <tr> <td>f. Intimidation and threats against workers?</td> <td>Yes/No</td> </tr> <tr> <td>g. Retention of workers’ identity documents?</td> <td>Yes/No</td> </tr> <tr> <td>h. Withholding wages?</td> <td>Yes/No</td> </tr> <tr> <td>i. Debt bondage?</td> <td>Yes/No</td> </tr> <tr> <td>j. Abusive living and working conditions?</td> <td>Yes/No</td> </tr> <tr> <td>k. Excessive overtime working?</td> <td>Yes/No</td> </tr> </table>	a. restricted mobility of workers (high fence, barbed wire, guards, etc.)?	Yes/No	b. isolation of workers?	Yes/No	c. Abuse of workers?	Yes/No	d. Deception of workers?	Yes/No	e. Physical or sexual violence against workers?	Yes/No	f. Intimidation and threats against workers?	Yes/No	g. Retention of workers’ identity documents?	Yes/No	h. Withholding wages?	Yes/No	i. Debt bondage?	Yes/No	j. Abusive living and working conditions?	Yes/No	k. Excessive overtime working?	Yes/No								
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k. Excessive overtime working?	Yes/No																													
27. On the way to, or at this site, did you see any information posters or banners against child or forced labour? <table style="width: 100%; margin-left: 20px;"> <tr> <td style="width: 35%;">Yes / No</td> <td style="width: 65%;">[if possible, take a photograph and record GPS]</td> </tr> </table>	Yes / No	[if possible, take a photograph and record GPS]																												
Yes / No	[if possible, take a photograph and record GPS]																													
28. PHOTOGRAPH SERIAL NUMBERS:																														
<table border="1" style="width: 100%; height: 40px; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																														
29. Remarks and observations																														

30. Field coordinator's name and signature

To interview youth under age 18 in fields

Visit code:/...../...../...../..... initials/tuman /viloyat / date /time		1. Date: dd/mm/yyyy:/...../.....	
2. Time: hh/mm:/.....	3. Visit done <input type="radio"/> en route to OR <input type="radio"/> at planned location		4. Name of monitor:
5. Monitoring unit number:	6. Field coordinator name:	7. GPS Coordinates of location:	
8. Viloyat-province:	9. Tuman-district:	10. Nearest village or town (if known):	

PART I: BACKGROUND INFORMATION

11. <input type="radio"/> Female <input type="radio"/> Male	13. Source of the information:	
12. Date of birth Age: years	a. <input type="radio"/> Official identification document, c. <input type="radio"/> Guardian’s statement, e. <input type="radio"/> Employer’s statement, g. <input type="radio"/> Communal register,	b. <input type="radio"/> Child’s statement, d. <input type="radio"/> Teacher’s statement, f. <input type="radio"/> School register, h. <input type="radio"/> Visual assessment
14. What language(s) do you speak? a. <input type="radio"/> Uzbek b. <input type="radio"/> Russian c. <input type="radio"/> Tajik d. <input type="radio"/> Other (please specify).....		

PART II: LIVING SITUATION

15. During the cotton harvest, where do you live: a. <input type="radio"/> in temporary housing near the cotton field b. <input type="radio"/> at home in this district c. <input type="radio"/> at home in another district [ask District and Province] d. <input type="radio"/> school/college dormitory e. <input type="radio"/> other	16. How do you get to the cotton fields from the place where you sleep? a. <input type="radio"/> Own transport or with family b. <input type="radio"/> Transport organized by education institution c. <input type="radio"/> Transport organized by employer d. <input type="radio"/> Public transport e. <input type="radio"/> Other
---	---

PART III: EDUCATIONAL STATUS

17. Name, location and type of educational facility you attend this academic year? a. <input type="radio"/> University b. <input type="radio"/> College c. <input type="radio"/> Lyceum f. <input type="radio"/> Other g. <input type="radio"/> None [if None, skip to Q 23]
18. How many days a week do you attend classes in your educational facility during the cotton harvest? a. <input type="radio"/> 4-6 days a week b. <input type="radio"/> 1-3 days a week c. <input type="radio"/> Not at all
19. Why aren’t you attending education classes today? a. <input type="radio"/> Because I am working, b. <input type="radio"/> my class is closed during the cotton harvest c. <input type="radio"/> My educational facility (i.e. college, vocational training centre, lyceum, university) organized group placements in cotton fields d. <input type="radio"/> My family cannot afford school, e. <input type="radio"/> agro-college field training f. <input type="radio"/> Other

<p>20. During the past week how many days did you NOT attend classes?</p> <p>a. <input type="radio"/> 1 day</p> <p>b. <input type="radio"/> 2 days</p> <p>c. <input type="radio"/> 3 days</p> <p>d. <input type="radio"/> 4 days</p> <p>e. <input type="radio"/> 5 days</p> <p>f. <input type="radio"/> 6 days</p>
<p>21. Why did you miss classes in the past week?</p> <p>a. <input type="radio"/> School vacation period</p> <p>b. <input type="radio"/> My class was closed</p> <p>c. <input type="radio"/> Teacher was absent</p> <p>d. <input type="radio"/> Bad weather conditions</p> <p>e. <input type="radio"/> To help the family business</p> <p>f. <input type="radio"/> To help at home with household tasks</p> <p>g. <input type="radio"/> To work in a cotton field</p> <p>h. <input type="radio"/> Due to illness/injury/disability</p> <p>i. <input type="radio"/> Other, namely</p>
<p>22. What is the highest level of education and grade you have attended?</p> <p>1. <input type="radio"/> Pre-school, grade:.....</p> <p>2. <input type="radio"/> Primary school, grade:.....</p> <p>3. <input type="radio"/> Secondary school, grade:.....</p> <p>4. <input type="radio"/> High school, grade:.....</p> <p>5. <input type="radio"/> Higher education, grade:.....</p>
<p>PART IV WORKING ENVIRONMENT AND CONDITIONS IN COTTON PICKING</p>
<p>23. Who decided that you should work in the cotton fields this year?</p> <p>a. <input type="radio"/> I did, b. <input type="radio"/> Parent, c. <input type="radio"/> Parent demanded by someone else,</p> <p>d. <input type="radio"/> Relatives, friends, e. <input type="radio"/> Teacher/school or college official,</p> <p>f. <input type="radio"/> Person from whom parents borrowed money, g. <input type="radio"/> Farmer/Employer,</p> <p>h. <input type="radio"/> Other (Please specify).....</p>
<p>24. Who organized that you work here?</p> <p>a. <input type="radio"/> Mahalla</p> <p>b. <input type="radio"/> My educational facility (i.e. college, vocational training centre, lyceum, university)</p> <p>c. <input type="radio"/> A labour office</p> <p>d. <input type="radio"/> The farmer/ employer</p> <p>e. <input type="radio"/> My family</p> <p>f. <input type="radio"/> I did</p> <p>g. <input type="radio"/> Other, namely</p>
<p>25. With whom do you work here?</p> <p>a. <input type="radio"/> With my parent(s)</p> <p>b. <input type="radio"/> With my brother(s)/sister(s)</p> <p>c. <input type="radio"/> With fellow students from my class or educational facility (i.e. college, vocational training centre, lyceum, university)</p> <p>d. <input type="radio"/> With others</p>
<p>26. Did you or your parents sign a labour contract for you to work in cotton picking?</p> <p>a. <input type="radio"/> Yes, b. <input type="radio"/> No, c. <input type="radio"/> I do not know</p>

- b. Last week
 c. 2 weeks ago
 d. 3 weeks ago
 f. More than 4 weeks ago
 g. Never

36. Have you cleaned or washed out or used chemical cans on this farm?

- a. Yes , b. No

37. Are you able to stop working in this cotton field whenever you want?

- a. Yes b. No c. I don't know

38. On which conditions can you leave this cotton field?

- a. When the harvest is over,
 b. If the employer agrees to let me go,
 c. If my group leader agrees to let me go,
 d. If I feel sick,
 e. Other

39. Do you receive food or water while working?

a. Food

- i. Yes....When? 1. Morning 2. Noon 3. Evening
 ii. No

b. Water

- i. Yes.... How often?.....
 ii. No

PART V: HEALTH

40. Do you suffer from any illnesses or injuries since you started working in the cotton fields this year, including?

- | | | |
|------------------------------------|------------------------------|-----------------------------|
| a. Nose bleeding | 1. <input type="radio"/> Yes | 2. <input type="radio"/> No |
| b. Eye irritation | 1. <input type="radio"/> Yes | 2. <input type="radio"/> No |
| c. Itchy, scratchy or painful skin | 1. <input type="radio"/> Yes | 2. <input type="radio"/> No |
| d. Coughing | 1. <input type="radio"/> Yes | 2. <input type="radio"/> No |
| e. Trouble Breathing | 1. <input type="radio"/> Yes | 2. <input type="radio"/> No |
| f. Diarrhea | 1. <input type="radio"/> Yes | 2. <input type="radio"/> No |
| g. Back pain | 1. <input type="radio"/> Yes | 2. <input type="radio"/> No |
| h. Tremors (hand shaking) | 1. <input type="radio"/> Yes | 2. <input type="radio"/> No |
| | | |
| i. Nausea | 1. <input type="radio"/> Yes | 2. <input type="radio"/> No |
| j. Dizziness | 1. <input type="radio"/> Yes | 2. <input type="radio"/> No |
| k. Temporary confusion | 1. <input type="radio"/> Yes | 2. <input type="radio"/> No |
| l. Fainting | 1. <input type="radio"/> Yes | 2. <input type="radio"/> No |
| m. Joint pain | 1. <input type="radio"/> Yes | 2. <input type="radio"/> No |
| n. Memory loss | 1. <input type="radio"/> Yes | 2. <input type="radio"/> No |
| o. Disorientation | 1. <input type="radio"/> Yes | 2. <input type="radio"/> No |
| p. Confusion | 1. <input type="radio"/> Yes | 2. <input type="radio"/> No |
| q. Depression | 1. <input type="radio"/> Yes | 2. <input type="radio"/> No |
| r. Numbness | 1. <input type="radio"/> Yes | 2. <input type="radio"/> No |
| s. difficulty understanding | 1. <input type="radio"/> Yes | 2. <input type="radio"/> No |
| t. Other, namely..... | | |

<p>41. Have you received training in work hazards related to cotton picking and occupational safety and health measures?</p> <p>a. <input type="radio"/> No</p> <p>b. <input type="radio"/> Yes, by my educational facility</p> <p>c. <input type="radio"/> Yes, by the farmer</p> <p>d. <input type="radio"/> Yes, by the local Mahalla</p> <p>e. <input type="radio"/> Yes, by other organization/person, namely.....</p>
<p>42. Have you seen any public information (posters, banners, etc.) about child and forced labour during cotton harvest?</p> <p>a. <input type="radio"/> No</p> <p>b. <input type="radio"/> Yes</p>
<p>43. Is there anything else you would like to share with us about your work, or ask us?</p> <p>.....</p>
<p>44. Monitor's remarks and observations</p>
<p>45. Field Coordinator's name and signature</p>

**TPM OF CHILD AND FORCED LABOUR
FORM 3**

Education establishments (eg. Schools, Colleges)

Visit code:/...../...../...../..... initials/tuman /viloyat / date /time	1.Date: dd/mm/yyyy:/...../.....	
2.Time: hh/mm:/.....	3. Visit done <input type="radio"/> en route to OR <input type="radio"/> at planned location	4. Name of monitor:
5. Monitoring unit number:	6. Field coordinator name:	7. GPS Coordinates of location:
8. Viloyat-province:	9. Tuman-district:	10. Nearest village or town (if known):

11. Name of educational establishment

Questions to the Director of the educational establishment

12. How many staff are normally in your establishment?

a. teaching, b. non-teaching.....

13. How many students normally? a. b. age-range
.....

14. How many TEACHING staff currently picking cotton?

15. How many NON-TEACHING staff currently picking cotton?

16. How many STUDENTS currently picking cotton?

17. Have you been asked to send STAFF to pick cotton or to supervise students picking cotton?
Yes / No

18. If Yes, how many staff were requested?

19. Have you been asked to send STUDENTS to pick cotton? Yes / No

20. If Yes, how many students were requested?

21. Who asked you?

- No
- a. Hokimiyat: Yes /
- b. Mahalla: Yes / No
- c. Farmers' Council or individual farmer: Yes / No,
- d. Education Ministry: Yes / No
- e. local Ministry of Agriculture: Yes / No,
- f. other:

22. How did you respond?

- a. Ask staff and students for volunteers: Yes / No
- b. Selected staff to pick cotton: Yes / No
 if Yes, do you send i) teaching staff, ii) non-teaching staff?
- c. Selected students to pick cotton: Yes / No
- No
- d. Paid someone else to pick cotton instead of your staff/students: Yes / No
 if Yes, how did you get the money?
- e. Refused or made excuse: Yes / No
- No

23. How many staff / students have paid not to pick cotton?

24. Did staff:

- a. request leave to pick cotton? Yes / No
- b. Pick cotton during their working hours? Yes / No

25. Did students pick cotton in normal class time? Yes / No

26. Is transport organised for staff or students to pick cotton? Yes / No

If yes, where to?

27. Do you send students younger than 18 years old to pick cotton Yes / No

28. Has cotton picking season reduced the functioning of your establishment:

- a. A lot, b. A little bit c. Not at all

29. Is the involvement in cotton picking of TEACHING staff from your establishment the same as last year? Yes / No

30. Is the involvement in cotton picking of NON-TEACHING staff from your establishment the same as last year? Yes / No

31. Is the involvement in cotton picking of STUDENTS from your establishment the same as last year? Yes / No

32. Are you aware of publicity (eg. posters, banners) about not sending staff and students from educational facilities to pick cotton? Yes / No

33. Do you want to add something?

34. [check attendance registers of staff and students against attendance in non-harvest weeks/months to see if fewer are present in establishment. If fewer staff at work than in normal weeks/months, ask for reason.....]

Questions for staff (teaching and non-teaching)

[try to interview up to three staff from each category]

35. Are you a. a teacher 1 2 3
 b. not a teacher 1 2
 3

36. Have you been told to pick cotton? 1. Yes / No 2. Yes / No 3.
 Yes / No

37. By whom? 1. 2. 3.

38. Are you willing to pick cotton? 1. Yes / No 2. Yes / No 3.
 Yes / No

39. Do you know of colleagues who were told to pick cotton against their will?
 1. Yes / No 2. Yes / No 3. Yes / No

40. Have you paid someone or had salary deducted so as to avoid picking cotton?
 1. Yes / No 2. Yes / No 3. Yes / No

41. Do you pick cotton:
 a. during normal working hours with permission: 1.
 2. 3.

54. On the way to, or at this site, did you see any information posters or banners against child or forced labour? Yes / No [if possible, take a photograph and record GPS]

55. PHOTOGRAPH SERIAL NUMBERS:

56. Remarks and observations

57. Field coordinator's name and signature

TPM OF CHILD AND FORCED LABOUR IN COTTON

FORM 4

Daily Location Assignment & Monitoring Form

Monitoring Unit		
Province		
Field Coordinator		
Monitors		
Date dd/mm/yyyy		[Use extra forms if needed]
Site asked to visit GPS Location and/or name:	Actual GPS location of visit and/or name: Time of visit: From: To:	Summary of Result/findings/issues <input type="checkbox"/> Children found working in cotton <input type="checkbox"/> Indicator of Forced labour <input type="checkbox"/> Non-cooperation experienced by Unit <input type="checkbox"/> Repeat visit <input type="checkbox"/> None of the above <input type="checkbox"/> Other
Site asked to visit GPS Location and/or name:	Actual GPS location of visit and/or name: Time of visit: From: To:	Summary of Result/findings/issues <input type="checkbox"/> Children found working in cotton <input type="checkbox"/> Indicator of Forced labour <input type="checkbox"/> Non-cooperation experienced by Unit <input type="checkbox"/> Repeat visit <input type="checkbox"/> None of the above <input type="checkbox"/> Other
Site asked to visit GPS Location and/or name:	Actual GPS location of visit and/or name: Time of visit: From: To:	Summary of Result/findings/issues <input type="checkbox"/> Children found working in cotton <input type="checkbox"/> Indicator of Forced labour <input type="checkbox"/> Non-cooperation experienced by Unit <input type="checkbox"/> Repeat visit <input type="checkbox"/> None of the above <input type="checkbox"/> Other
Site asked to visit GPS Location and/or name:	Actual GPS location of visit and/or name: Time of visit: From: To:	Summary of Result/findings/issues <input type="checkbox"/> Children found working in cotton <input type="checkbox"/> Indicator of Forced labour <input type="checkbox"/> Non-cooperation experienced by Unit <input type="checkbox"/> Repeat visit <input type="checkbox"/> None of the above <input type="checkbox"/> Other
Site asked to visit GPS Location and/or name:	Actual GPS location of visit and/or name: Time of visit: From: To:	Summary of Result/findings/issues <input type="checkbox"/> Children found working in cotton <input type="checkbox"/> Indicator of Forced labour <input type="checkbox"/> Non-cooperation experienced by Unit <input type="checkbox"/> Repeat visit <input type="checkbox"/> None of the above <input type="checkbox"/> Other

TPM OF CHILD AND FORCED LABOUR IN COTTON		FORM 5
Non-Cooperation DURING CHILD AND FORCED LABOUR MONITORING ACTIVITIES		
Visit code:		Date: dd/mm/yyyy/...../..... Time: GPS coordinates:
Filled in by <u>Field Coordinator</u> : Describe the situation – where and how it happened, who were involved, what happened before, during and after the incident [Note: this form need not be used for business enterprises, which are not obliged to give monitors access for interviews, according to Uzbek law]:		
Filled in by <u>Field Coordinator</u> : How did the incident affect the ability of the team to carry out the monitoring activities it has been mandated to do?		
Filled in by <u>Field Coordinator</u> : did all the team members behave professionally?		
Filled in by <u>Field Coordinator</u> : When was the incident reported to the Team Leader and how? When and how was receipt acknowledged?		
REPORT dd/mm/yyyy		
RECEIPT dd/mm/yyyy		
Filled in by <u>Team Leader</u> : Action taken by the Team Leader and dates:		

TPM OF CHILD AND FORCED LABOUR IN COTTON		FORM 6:
FARMERS / GROUP LEADERS QUESTIONNAIRE		
Visit code:/...../...../...../..... initials/tuman /viloyat / date /time	1.Date: dd/mm/yyyy:/...../.....	
2.Time: hh/mm:/.....	3. Visit done <input type="radio"/> en route to OR <input type="radio"/> at planned location	4. Name of monitor:
5. Monitoring unit number:	6. Field coordinator name of unit:	7. GPS Coordinates of location:
8. Viloyat-province:	9. Tuman-district:	10. Nearest village or town (if known):
11. Tools used during the visit: <input type="radio"/> Form 2 (Children and youth in cotton fields) <input type="radio"/> Form 5 (Non-cooperation) <input type="radio"/> Form 7 (Cotton pickers questionnaire)		
QUESTIONS TO FARMER / GROUP LEADER		
12. Farm name:		
13. How many hectares of cotton?		
14. How many permanent workers?		
15. How many extra temporary workers for cotton harvest?		
16. Do you have work contracts: a. with individual cotton pickers? Yes/No b. with leaders of groups of cotton pickers? Yes/No [Ask to see and check]		
17. For each pass, how many cotton pickers per day, on average: a. First pass: b. Second pass: c. Third pass:		
18. How many children (younger than 18 years) pick cotton here?		
19. How were the extra temporary cotton pickers who are working in your farm recruited? a. I recruited them myself. b. I have agreements with self-organised brigades. c. I asked the mahalla to provide the workers. d. Other method		
e. I do not know.		
20. What do you do if not enough workers come to pick cotton?		
21. Where are the temporary cotton pickers from? a. locations b. Distances c. Institutions		

22. Where do temporary workers sleep? a. at home; b. in dormitories nearby c. elsewhere / do not know														
23. How do temporary workers get to the field? a. public transport; b. organized by their institution or employer, c. organized by farmer, d. walk or cycle; e. own or friend's transport f. do not know														
24. Are your temporary workers picking cotton because they want to?														
25. What are the working hours?														
26. Are there regular breaks?														
27. Do you receive complaints from: a. permanent workers: often / sometimes / never b. temporary harvest workers: often / sometimes / never c. self-organised brigades: often / sometimes / never d. Mahalla brigades: often / sometimes / never e. Replacement workers: often / sometimes / never f. Individuals who are mobilised: often / sometimes / never														
28. Are complaints about: a. working hours Yes / No b. wages Yes / No c. working conditions Yes / No d. water Yes / No e. accommodation Yes / No f. food Yes / No g. transportation Yes / No h. toilet facilities Yes / No i. medical care Yes / No														
29. How do you compare the situation of cotton picking with last year? a. what is better than 2014? b. what is worse than 2014?														
30. Have you seen or heard any public information (e.g. posters, banners) against the use of child and forced labour in cotton harvest?														
31. PHOTOGRAPH SERIAL NUMBERS:														
32. Remarks and observations:														

33. Field coordinator's name and signature
--

TPM CHILD AND FORCED LABOUR

FORM 7 – Cotton Pickers

Visit code:/...../...../...../..... initials/tuman /viloyat / date /time	Date: dd/mm/yyyy:/...../.....	
Time: hh/mm:/.....	Visit done <input type="radio"/> en route to OR <input type="radio"/> at planned location	Name of monitor:
Monitoring unit number:	Field coordinator name of unit:	GPS Coordinates of location:
Viloyat-province:	Tuman-district:	Nearest village or town (if known):
Tools used during the visit: <input type="radio"/> Form 2 (Children and youth in cotton fields) <input type="radio"/> Form 5 (Non-cooperation) <input type="radio"/> Form 6 (farmer / group leader questionnaire)		

Please indicate correct answer(s)

1. Who called you to pick cotton?

- a. No one, I decided myself
- b. Leader or friend from self-organised brigade
- c. My boss or someone in authority from employment place
- d. My teacher or head of college/university
- e. Mahalla representative
- f. Someone who wanted to be replaced as a cotton picker
- g. Law enforcement officer
- h. A relative
- i. Other.....

2. If someone called you to pick cotton, how did they persuade you?

- a. No need to persuade me, I wanted this job
- b. I cannot say "No" to the one who asked me
- c. I did not want to pay to avoid coming to pick cotton

- d. I feared the consequences if I did not agree to pick cotton
- e. Other.....

3. Are you?

- a. A man/boy
- b. A woman/girl
- c. 18 years of age or older

4. Are you picking cotton?

- a. Every day full day
- b. Week-ends only
- c. Outside your normal work hours only
- d. Other.....

5. What is your usual activity outside cotton picking?

- a. Housewife
- b. Unemployed
- c. Retired
- d. Student
- e. Nurse
- f. Doctor
- g. Teacher
- h. Employee in a public firm
- i. Employee in a private firm
- j. Agricultural worker
- k. Self employed

l. Other

6. Have you been informed about your rights to refuse to pick cotton?

- a. Yes
- b. No

7. If yes, how?

- a. Radio / TV
- b. Banners / posters
- c. Word of mouth
- d. Other.....

**TPM OF CHILD AND FORCED LABOUR
FORM 8**

Medical clinics and hospitals

Visit code:/...../...../...../..... initials/tuman /viloyat / date /time	1.Date: dd/mm/yyyy:/...../.....	
2.Time: hh/mm:/.....	3. Visit done <input type="radio"/> en route to OR <input type="radio"/> at planned location	4. Name of monitor:
5. Monitoring unit number:	6. Field coordinator name:	7. GPS Coordinates of location:
8. Viloyat-province:	9. Tuman-district:	10. Nearest village or town (if known):

11. Name of clinic / hospital

Questions to the Director of the clinic / hospital

12. How many staff in your establishment? medical, non-medical.....

13. Have you been asked to send staff to pick cotton? Yes / No

14. How many?

15. Who asked you?

- | | | |
|----|---|-----------|
| No | a. Hokimiyat: | Yes / |
| | b. Mahalla: | Yes / No |
| | c. Farmers' Council or individual farmer: | Yes / No, |
| | d. Health Ministry: | Yes / No |
| | e. local Ministry of Agriculture: | Yes / No, |
| | f. other: | |

16. How did you respond?

- a. Ask staff for volunteers: Yes /
No
- b. Selected staff to pick cotton: Yes / No
if Yes, did you send i) medical, ii) non-medical?
- c. Paid someone else to pick cotton instead of your staff: Yes / No
if Yes, how did you get the money?
- d. Refused or made excuse: Yes /
No

17. Did staff:

- c. request leave to pick cotton? Yes / No
- d. Pick cotton during weekends/own time? Yes / No / Don't know
- e. Pick cotton during their working hours? Yes / No

18. Has cotton picking season reduced the functioning of your establishment:

- a. A lot, b. A little bit c. Not at all

19. Is the involvement in cotton picking of MEDICAL staff from your establishment the same as last year? Yes / No

20. Is the involvement in cotton picking of NON-MEDICAL staff from your establishment the same as last year? Yes / No

21. Are you aware of publicity (eg. posters, banners) about not sending staff from medical facilities to pick cotton? Yes / No

22. Do you want to add something?

23. [check attendance registers of staff against attendance in non-harvest weeks/months to see if fewer are at work. If fewer staff at work than in normal weeks/months, ask for reason.....]

Questions for staff (medical and non-medical)

[try to interview up to three staff from each category]

- | | | | | |
|-------------|-------------------------------|---|---|---|
| 24. Are you | a. a doctor | 1 | 2 | 3 |
| | b. a nurse | | 1 | 2 |
| | | 3 | | |
| | c. other medical professional | | 1 | 2 |
| | | 3 | | |

- d. non-medical staff 1 2
- 3
25. Have you been told to pick cotton? 1. Yes / No 2. Yes / No 3.
Yes / No
26. By whom? 1. 2. 3.
.....
27. Were you willing to pick cotton? 1. Yes / No 2. Yes / No 3.
Yes / No
28. Do you know of colleagues who were told to pick cotton against their will?
1. Yes / No 2. Yes / No 3. Yes / No
29. Have you paid someone or had salary deducted so as to avoid picking cotton?
1. Yes / No 2. Yes / No 3. Yes / No
30. If against your will, do you pick cotton:
- e. during normal working hours with permission: 1.
2. 3.
- f. by requesting leave:
1. 2. 3.
- g. by being absent from normal work without permission: 1. 2.
3.
- h. in your own time (eg. weekends and outside normal hours): 1. 2.
3.
31. If you pick cotton against your will, why do you do it?
- g. To please my Director: 1. 2.
3.
- h. Because everyone does their share: 1. 2. 3.
- i. Because the community benefits: 1. 2. 3.
- j. I did not want to pay a replacement worker: 1. 2. 3.
- k. I have no choice: 1.
2. 3.
- l. Other: 1. 2. 3.
.....
32. What would make you more willing to pick cotton?

- 7. nothing – I am already very willing: 1. 2.
3.
- 8. more money or other advantages: 1. 2.
3.
- 9. better working conditions (eg. water, food, accommodation, transport, shorter working hours): 1. 2.
3.
- 10. everyone doing their fair share of picking: 1. 2.
3.
- 11. more convenient times: 1. 2.
3.
- 12. Other: 1. 2. 3.
.....

33. Are you aware of publicity (eg. posters, banners) about not sending staff from medical facilities to pick cotton? 1. Yes / No 2. Yes / No 3. Yes / No

34. Interruptions/distractions – did anyone create obstacles to persons conducting interviews in private?														
35. What factors may have influenced the collection of data during this session? a. For the person(s) conducting monitoring: b. For the interviewees:														
36. On the way to, or at this site, did you see any information posters or banners against child or forced labour? Yes / No [if possible, take a photograph and record GPS]														
37. PHOTOGRAPH SERIAL NUMBERS:														
38. Remarks and observations														
39. Field coordinator's name and signature														

**TPM OF CHILD AND FORCED LABOUR
FORM 9**

Business enterprises

Visit code:/...../...../...../..... initials/tuman /viloyat / date /time	1.Date: dd/mm/yyyy:/...../.....	
2.Time: hh/mm:/.....	3. Visit done <input type="radio"/> en route to OR <input type="radio"/> at planned location	4. Name of monitor:
5. Monitoring unit number:	6. Field coordinator name:	7. GPS Coordinates of location:
8. Viloyat-province:	9. Tuman-district:	10. Nearest village or town (if known):

11. Name of enterprise.....

Questions to the Director of the business enterprise

12. Have you been asked to provide staff to pick cotton this harvest? Yes / No

13. How many?

14. Who asked you?

- | | |
|---|----------|
| a. Hokimiyat: | Yes / No |
| b. Mahalla: | Yes / No |
| c. Farmers' Council or individual farmer: | Yes / No |
| d. local business association: | Yes / No |
| e. local Ministry of Agriculture: | Yes / No |

f. other:

15. How did you respond?

a. Ask staff for volunteers: Yes /
No

b. Selected staff to pick cotton: Yes / No

c. Paid someone else to pick cotton instead of your staff: Yes / No

e. Refused or made excuse: Yes /
No

16. Did staff:

f. request leave to pick cotton? Yes / No

g. Pick cotton during weekends/own time? Yes / No / Don't know

h. Pick cotton during normal working hours? Yes / No

17. Was your enterprise affected by the absence of staff? a lot / a bit / not at all

18. Is the situation at cotton harvest time the same or different from last year?

Same / different

19. Are you aware of publicity about the recruitment of cotton pickers against their will?

Yes / No

Questions to staff of business enterprise [up to five staff a-e or 1-5]

20. Have you been told to pick cotton?

a. Yes / No

b. Yes / No

c. Yes / No

d. Yes / No

e. Yes / No

21. If Yes, By whom?

a.

b.

c.

d.

e.

22. Were you willing to pick cotton ?

a. Yes / No

b.

Yes / No

c.

Yes / No

d.

Yes / No

e.

Yes / No

23. Do you know of colleagues who were told to pick cotton against their will?

a. Yes / No

b. Yes / No

c. Yes / No

d. Yes / No

e. Yes / No

24. Have you paid someone or had deduction from salary so as to avoid picking cotton?

a. Yes / No

b. Yes / No

c. Yes / No

d. Yes / No

e. Yes / No

25. If against your will, do you pick cotton:

a. during normal working hours with permission: 1 2 3 4 5

b. by requesting leave: 1 2 3 4 5

c. by being absent from normal work without permission: 1 2 3 4 5

d. in your own time (eg. weekends, before/after normal work): 1 2 3 4 5

26. If you pick cotton against your will, why do you do it?

e. To please my Director: 1 2 3 4 5

f. Because everyone does their share: 1 2 3 4 5

g. Because the community benefits: 1 2 3 4 5

h. Did not want to pay a replacement worker: 1 2 3 4 5

i. I have no choice: 1 2 3 4 5

j. Other: 1 2..... 3..... 4..... 5.....

27. What would make you more willing to pick cotton?

a. nothing – I am already very willing: 1 2 3 4 5

b. more money or other advantages: 1 2 3 4 5

c. better working conditions (eg. water, food, accommodation, transport, shorter working hours) : 1 2 3 4 5

d. everyone doing their fair share of picking: 1 2 3 4 5

e. more convenient times: 1 2 3 4 5

f. other: 1..... 2..... 3..... 4..... 5.....

28. Interruptions/distractions – did anyone create obstacles to persons conducting interviews in private?																														
29. What factors may have influenced the collection of data during this session? a. For the person(s) conducting monitoring: b. For the interviewees:																														
30. On the way to, or at this site, did you see any information posters or banners against child or forced labour? Yes / No [if possible, take a photograph and record GPS]																														
31. PHOTOGRAPH SERIAL NUMBERS:																														
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32. Remarks and observations																														
33. Field coordinator's name and signature																														

**TPM OF CHILD AND FORCED LABOUR
FORM 10**

Mahalla Leader

Visit code:/...../...../...../..... initials/tuman /viloyat / date /time	1.Date: dd/mm/yyyy:/...../.....	
2.Time: hh/mm:/.....	3. Visit done <input type="radio"/> en route to OR <input type="radio"/> at planned location	4. Name of monitor:
5. Monitoring unit number:	6. Field coordinator name:	7. GPS Coordinates of location:
8. Viloyat-province:	9. Tuman-district:	10. Nearest village or town (if known):

11. Name of Mahalla leader

Semi-structured interview with the Mahalla leader

12. Do you have cotton farms in your mahalla? Yes /
No

13. Have you been asked to provide brigades to pick cotton this harvest? Yes /
No

14. Who asked you [*position of person, not name*]

15. How many workers were you asked to recruit?

16. How did you respond? (open question, let the Mahalla leader talk)

17. How many workers did you recruit?

18. Did you recruit from medical clinics and educational establishments? Yes /
No

19. How do you persuade people to pick cotton?

20. How do you persuade very reluctant people to pick cotton?

21. If you did not find the requested number of cotton pickers in your mahalla, what did you do?

22. Is the situation regarding recruitment of cotton pickers the same as last year? If different, why?

23. Have you seen or heard any public information (eg. posters, banners) about not recruiting cotton pickers from schools / colleges and medical clinics / hospitals, or recruiting children younger than 18 years old? Yes / No

24. Interruptions/distractions – did anyone create obstacles to persons conducting interviews in private?

25. What factors may have influenced the collection of data during this session?

a. For the person(s) conducting monitoring:

b. For the interviewees:

26. On the way to, or at this site, did you see any information posters or banners against child or forced labour? Yes / No [if possible, take a photograph and record GPS]

27. PHOTOGRAPH SERIAL NUMBERS:

28. Remarks and observations

29. Field coordinator's name and signature

TPM OF CHILD AND FORCED LABOUR

FORM 11
Hokimiyat

Visit code:/...../...../...../..... initials/tuman /viloyat / date /time		1.Date: dd/mm/yyyy:/...../.....	
2.Time: hh/mm:/.....	3. Visit done <input type="radio"/> en route to OR <input type="radio"/> at planned location		4. Name of monitor:
5. Monitoring unit number:	6. Field coordinator name:	7. GPS Coordinates of location:	
8. Viloyat- province:	9. Tuman-district:	10. Nearest village or town (if known):	

11. Name of Hokim

Courtesy call on Hokim**[NB. This is not an interview. This form is to record the meeting took place and any points arising]**

Objectives: to explain purpose of TPM, to introduce Monitors and to receive any views of the Hokimiyat leader on the recruitment of cotton pickers, such as:

- a) the way sufficient number of cotton pickers are recruited in his/her district;*
- b) any challenges related to cotton picking being faced this year;*
- c) any differences with the harvest and recruitment of cotton pickers compared with 2014.*

Method

- a) Courtesy visit to Hokimiyat with informal discussion on recruitment for cotton pickers. Therefore, no specific questionnaire is designed.*

12.

13. On the way to, or at this site, did you see any information posters or banners against child or forced labour? Yes / No [if possible, take a photograph and record GPS]

14. PHOTOGRAPH SERIAL NUMBERS:

15. Remarks and observations

16. Field coordinator's name and signature

Annex 2

Third Party Monitoring

ILO Assessment for the World Bank on
the use of Child Labour and Forced Labour
during the Uzbekistan 2015 Cotton Harvest

Policy Commitments

- Uzbekistan has ratified ILO:
 - Conventions 138 and 182 on child labour
 - Conventions 29 and 105 on forced labour
- Uzbekistan is taking steps to implement these Conventions in the context of the Decent Work Country Programme.
- Commitments not to recruit medical staff and teachers for the harvest, combined with commitments to establish a feedback mechanism to resolve citizens' grievances and an awareness-raising campaign, have had a positive impact.
- Action by the Government and the social partners are recognised and welcome. Commitments reaffirmed by the Council of Ministers on 17 July and the Prime Minister's instructions to Regional Governors on 3 October 2015.

Monitoring Child and Forced Labour

- Children are persons younger than 18 years. Cotton harvesting is on the List of Hazardous Occupations.
- Forced labour is “all work or service which is exacted from any person under the menace of any penalty and for which the said person has not offered himself voluntarily.” Limited exceptions.
- Monitors used eleven ILO standard indicators of forced labour - common clues to possible forced labour - and interviews.

Monitoring process

14 September – 31 October

- 10 monitoring teams each led by an ILO monitor. Located in 10 provinces, containing World Bank projects, growing 80% of Uzbek cotton.
- Visited 1,100 sites randomly and unannounced. Interviewed 9,620 people.
- Access good. Evidence sometimes unavailable and difficult to verify.
- In addition to data received from monitors, this assessment also uses information from all available sources.

Awareness-raising and Feedback Mechanism

- Nationwide efforts undertaken by the Government and social partners to sensitise the population on child and forced labour.
- 8,625 interviewees (90%) knew of publicity about not using child and forced labour.
- National Feedback Mechanism with hotline, call centre and website was set up.
- The Feedback Mechanism started providing responses to enquiries and complaints.

Organised participation in harvest

- Large numbers of people participate in the harvest over a 6 week period. Organised by accredited non-state bodies, contracts exist between groups of cotton pickers and farmers.
- Contracts between farmers and brigade leaders refer to the prohibition of child and forced labour.
- Thousands of students over 18 years old participated in organised harvesting supervised by their teachers.
- Organised recruitment of large numbers of people in such a short period of time carries certain risks linked to workers' rights, which need further work to mitigate the risk and strengthen safeguards.

Monitoring Results - Child Labour

- No systematic use of child labour, though some isolated cases found.
- Child labour has become socially unacceptable and knowledge of its prohibition is widespread.
- On-going vigilance needed.

Monitoring Results - Forced Labour

- In some cases, indicators of forced labour have been observed.
- The following have been identified, pointing to a risk of forced labour:
 - excessive overtime
 - abusive living and working conditions
 - withholding payments
- Some people said they have paid in order not to pick cotton.

Education

- Education establishments for under 18 year old children functioned normally, with a few exceptions.
- Questions about records of staff attendance.
- 35 staff and 51 students said they knew of colleagues who picked cotton against their will.
- 15 staff said they had been asked to pick cotton against their will.
- 31 staff had paid someone else to pick cotton or had salary deducted to avoid picking cotton.

Health-care services

- In general, medical establishments were functioning normally.
- 28 staff reported knowing of colleagues who had been sent to pick cotton against their will.
- 27 staff had paid someone else to pick cotton or had salary deducted to avoid picking cotton.

Business enterprises

- One director told of having paid to avoid sending staff to pick cotton.
- One director had refused to send staff or pay.
- 5 staff were told to pick cotton against their will.
- 3 staff knew of others who had been told to pick cotton against their will.
- 3 staff had paid money in order not to pick cotton.

Information from other sources

(social media, individuals, local press, documents and letters received)

- ILO encouraged informants to use the Feedback Mechanism.
- Several complaints on forced labour have been made to the Feedback Mechanism.
- Information used to direct monitoring activities.

Summary

- Child labour not a factor.
- Large-scale organised recruitment takes place.
- This takes place with a voluntary emphasis but in some cases risks of forced labour have been identified.
- A welcome commitment by Government and social partners on schools and health facilities has given results but further steps are required.
- Awareness-raising measures were taken nationwide.
- The Feedback Mechanism needs to be further developed.
- Discrepancies of information between different sources have to be addressed.
- ILO welcomes the recently announced commitment to improve free hiring of workers, better working conditions, and effective protections for workers in agriculture and to develop further the Feedback Mechanism and awareness-raising. Effective measures to support this commitment need to be undertaken in the framework of ILO and WB cooperation with Uzbekistan.